



STANBROUGH
— REALTY —

JOB TITLE: Assistant Property Manager

The Assistant Property Manager position is responsible for leasing, marketing and assisting with maintaining the physical and financial aspects of the assigned residential portfolio. This position reports to the Director of Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Complete market research to establish appropriate rental rates
- Advertise vacancies on all necessary platforms and obtains referrals from current tenants
- Show properties to prospective residents, follow up with prospects, approve applications, and prepare lease agreements
- Complete move in and move out processes and walk throughs
- Generate resident retention and monitors lease renewals
- Assist with financial planning - budgets, property income, expenses and variance reports
- Approve invoices weekly
- Work cooperatively with tenants, maintenance technicians, and vendors to coordinate maintenance requests and expedite completion of work
- Monitor rent collections and complete eviction steps as necessary

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelors degree in related field preferred
- 3+ years of residential property management experience preferred
- Knowledge of state and federal property regulations, including Fair Housing
- Demonstrated ability to handle high stress, fast paced environments
- Must be well organized, and excel in time-management and problem-solving
- Strong negotiation, interpersonal and communication skills are desired
- Valid drivers license
- Ability to:
 - ◆ Function as a self-starter with considerable latitude of action
 - ◆ Recognize, isolate and solve problems that improve overall client satisfaction and loyalty

ATTENDANCE/TRAVEL:

Position requires consistent, regular, and timely attendance, which often extends beyond a 40-hour work week, including weekends as needed. Position will require local travel on a regular basis, typically 35%. Must be able to meet the attendance and travel requirements of the job.

The above statements cover what are generally believed to be the principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.

Stanbrough Realty Company, L.L.C. is an Equal Opportunity Employer