

<i>For Corporate HR Use ONLY</i>	
Job Code	AX043G
Salary Grade	7
FLSA	Exempt
EEO Code	5
WC Code	8740

Job Description Form

Title:	Assistant Property Manager
Location/Dept:	Various
Reports To:	Property Manager
Date:	April 2008

Job Summary:

Responsible for the day-to-day administration and implementation of those policies, procedures and programs that will assure a well managed well maintained property. This includes but is not limited to, placing maximum emphasis on positive response to the concerns and needs of the tenants, and on increasing the value of the property being managed, in coordination and conjunction with the Owner's goals and objectives. The Assistant Property Manager will be assigned to specified action areas at the discretion of the Property Manager and/or Sr. Property Manager, so as to best meet the needs of the property.

Essential Job Duties:

1. May coordinate maintenance programs relating to the interior and exterior conditions and appearance of the assigned property.
2. Responsible for prompt and positive response to requests from property tenants, for the implementation of ongoing contact programs, to constantly assess tenant needs and to assure problems are being solved promptly, and to the mutual benefit of the tenant and the properties.
3. May be engaged in the selection of contract services, vendor negotiations for service agreements, and day-to-day monitoring of vendor performance to assure full compliance with standards established within the respective service agreements.
4. May participate in the development and administration of the strategic property plan and budget for the property. May be involved in, under the direction of the Property Manager, activities within the parameters of the approved business plan and budget.
5. May assist in the collection, analysis and reporting of data required to provide accurate and current assessments of property management objectives.
6. Involved in the administration of all tenant leases to assure full compliance with lease provisions. May also participate in the timely determination of escalations, timely collection of all rents, and for participating in appropriate action to lease available space within the buildings.
7. Shall participate in the day-to-day financial management of the properties with specific attention to accounts receivable, collection activities, maintenance of accounts payable on a current basis (taking advantage of discounts wherever possible), and the maintenance of all necessary financial records and files in an accurate and timely manner.
8. May handle tenant requests and dispatch work orders.



Other Job Functions:

Participate in various meetings and training activities as designated by the Property Manager and/or higher level management.

Skills, Education And Experience:

- Bachelor’s degree or equivalent work experience.
- Minimum of 2 years previous property/facilities management experience.
- Experience in and working knowledge of business/office administration.
- Ability to handle general administration of the property in the absence of the Property Manager, or when otherwise called upon.
- Strong written and verbal communications skills, with ability to produce communications and other materials that are effective and of a professional nature.
- Computer proficiency with strong knowledge of MS Word, Excel and Power Point. Ability to learn new and business specific, software programs as needed.
- Valid real estate license in States that require it.
- May perform other duties as assigned.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing / Walking		X		
Climbing / Stooping / Kneeling		X		
Lifting / Pulling / Pushing		X		
Fingering / Grasping / Feeling: Must be able to write, type and use phone system				X

Working Conditions: Normal working conditions with the absence of disagreeable elements

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.

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