

# Assistant Property Manager

Dept/Div: Property Management

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate technical work providing client and office assistance; assisting with certification, tenant selection and assignment programs, and related work as apparent or assigned. Work is performed under the limited supervision of the Property Manager.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

Provides backup for Property Manager duties in the event of his/her absence.

Schedules appointments for tenants.

Mails monthly recertification of annual lease renewal.

Handles complaints from tenants; reports maintenance problems.

Prepares lease recertification and third party verifications.

Assists Property Manager with scheduling of Warrants of Removal court officers.

Performs general office duties such as typing, operating office machines, and sorting mail.

Assigns Maintenance team members to work orders to complete unit or building repairs requested by tenants.

Assists with special projects and reports.

## Knowledge, Skills and Abilities

General knowledge of real estate practices as they relate to HUD tenants; general knowledge of the principles, procedures and practices of public and/or business administration and public housing management; general knowledge of all laws, rules and regulations which pertain to the specific duties of the job; general knowledge of formats and styles of business letters and reports and various filing systems; ability to type and operate standard office equipment; ability to write and speak clearly and effectively; ability to make arithmetical computation and tabulations with speed and accuracy; ability to anticipate work to be completed and initiate proper and acceptable direction for completion of work with a minimum of supervision and instruction; ability to establish and maintain effective relationships with participants, coworkers and the general public.

## Education and Experience

High school diploma or GED and moderate experience working in a residential administrative capacity, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires walking, sitting, stooping, kneeling, crouching or crawling and repetitive motions and occasionally requires standing and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

AHM Certification.

Valid driver's license in the State of New Jersey.