



Position: Assistant Property Manager

As an Assistant Property Manager, you will:

- Initiate marketing efforts and monitor competition.
- Perform or supervise the leasing of units.
- Screen prospective residents.
- Coordinate unit turnover process with Maintenance Supervisor.
- Follow-through on resident issues to ensure satisfaction.
- Regularly report to Site Manager.
- Address resident complaints or route to appropriate staff.
- Collect and process rent.
- Prepare lease renewal paperwork and signatures.
- Review and process accounts payable.
- Fill in for Site Manager when he/she is off site or as delegated.
- Other duties as assigned by Site Manager.

Core Values

Honest, adaptable, flexible, professional, ethical, responsible, personable.

Experience

- College Degree or related property management experience, or equivalent combination of education and experience.

As an Assistant Property Manager, your skills will include:

- Maintaining detailed records and generating accurate reports.
- Using appropriate telephone etiquette.
- Excellent customer service skills and problem solving ability.
- The ability to lift objects less than 25 lbs. without the assistance of tools or devices.
- Working independently with limited supervision.
- Effectively communicating instructions to your team.
- Ability to physically inspect the property daily.
- Effectively presenting information and responding to questions from clients, residents, and the public.
- Knowing how to use standard word processing, database, spreadsheet computer software, and the ability to learn specialized software designed for program implementation.

Please apply by clicking here: <http://www.sunrisemc.com/careers/>.