

---

## Assistant Property Manager

**Duties include but are not limited to the following:**

- Invoice review and coding
- Manage tenant collection activities
- Preparation of monthly operating reports, property status reporting and creation of stacking plans for ownership
- Assist in preparation of annual budgets
- Coordinate building maintenance with engineering staff
- Daily interaction with our tenant and vendor base
- Contributes to team effort by accomplishing related tasks as needed

**Education/Experience:**

Associates Degree preferred; HS Diploma or equivalent required. At least three years of experience as an Assistant Property Manager. Experience in commercial office real estate is a MUST. Ability to manage varied workload w/ multiple deadlines. Ability to manage expectations. Excellent follow-up and communication skills

**Compensation/Benefits:**

We reward hard work and dedication by offering a competitive salary, performance bonuses and opportunities for growth. In addition, employees enjoy a fully comprehensive benefits package including health, dental, vision, long term disability and 401(k). We are an equal opportunity employer and offer a drug free work environment. Please respond in writing with your resume and salary/history requirements.

Job Type: Full-time; Salary: \$50,000.00 to \$60,000.00 /year