

REEP Management

ASSISTANT MANAGER

IMMEDIATE SUPERVISOR: PROPERTY MANAGER

This position is responsible for assisting in leasing and collection of rents. The Assistant Manager provides quality customer service to the apartment community. This position is responsible for insuring the efficient financial and administrative operation of the property under the direction of the Property Manager.

Primary Responsibilities

I. Personnel

- Operate as acting Property Manager in the absence of the Property Manager.
- Assist the Property Manager in interviewing, screening, hiring and training of any potential employee for all positions.
- Assist the Property Manager in orientation, training and scheduling of all office personnel.

II. Administrative

- Assist with all reports including posting rents, collecting delinquent rent, filing evictions, posting bills and handling lease renewals. Manage Accounts Receivable, Accounts Payable and Budgets.
- Assist with creative ideas on how to generate traffic and obtain resident retention.
- Lease apartments that are currently vacant or will be in the future. Secure lease renewals from existing residents. Ensure the community generates a satisfactory cash flow.
- Balance all resident ledgers and reports. Make daily deposits to the bank.
- Verify status of vacant units to confirm that all units are ready to lease and inspect all pre-leased apartments prior to the resident's scheduled move-in.
- Other functions as necessary.

III. Maintenance

- Responsible for insuring efficient and courteous response to all resident requests with follow-up calls and excellent customer service.
- Route any service requests needed to the maintenance team and monitor resident satisfaction in person or through follow-up calls. Pick up litter on the property and report any needs to maintenance team.

All REEP employees are expected to conduct themselves in a professional manner at all times, perform the tasks delegated by supervisors, and observe and support the company's policies and procedures.

Please email most current resume and cover letter to cindy@reepmanagement.com