

**JOB DESCRIPTION**

**Assistant Property Manager**

**BASIC FUNCTIONS:**

- Responsible for assisting property managers in their functions of maintaining the integrity of the physical asset and maximizing the returns from the asset in accordance with the owner's (client) objectives.

**RELATIONSHIPS**

- Reports to the President, Property Management Division, Locations LLC.
- Maintains positive relationships with other departments within Locations LLC., including sales, administrative, accounting, research, etc.
- Maintains positive relationships with clients and others in the profession, vendors, suppliers, professionals servicing clients' properties and any outside general brokerage realtors.
- Assist property managers in working with clients/owners in achieving their investment objectives through superior and professional property management services.
- Identify and develop new business opportunities for Locations LLC.
- Provide professional property management services, through methods and procedures established by company policies and programs, and to follow all policies and procedures as promulgated by management.
- To be responsible for all actions that involve or influence all properties managed by Locations LLC., - Property Management Division.

**RESPONSIBILITIES**

The tasks and activities listed here are not all inclusive and may be modified at any time. However, they are indicative of the types of responsibilities customarily performed in this position.

**PHYSICAL MANAGEMENT (Property Maintenance)**

- Assist Property Managers to schedule and coordinate repair/maintenance work.
- Assist with regular property inspections and follow-up on necessary preventative maintenance work.
- Respond to emergencies, regardless of the time of day.
- Instruct tenants on basic use and care of the rental property.

**MARKETING**

- Schedule and show vacant properties, obtain commitment from prospective tenants.
- Compose, place, monitor effectiveness, and cancel rental advertising.
- Analyze classified rental ads on a weekly basis to determine advertising effectiveness and to provide clients with status reports of their vacant property.
- Use best efforts to solicit and acquire new property management business.

**PROPERTY LEASING**

- Establishes rapport with prospective tenants and determine their rental needs.
- Obtain commitment to rent (Rental Application) from interested parties.
- Screen tenant applications and determine that all minimum requirements, in accordance with Locations' rental policy, have been met.

**ADMINISTRATIVE**

- Prepares accurate Rental Agreements and Addenda for execution by tenants.
- Prepares lease extensions and renewals.
- Maintain effective and professional tenant relations.
- Maintain cordial rapport with building Resident Managers.
- Complete duties in a professional and timely manner.

- Handle emergencies that may arise during business hours in the event the PM is not in the office.
- Communicate, verbally and written, with clients, tenants, and others.
- Assist Property Managers to coordinate tenant evictions, including hiring of attorney and court appearances.
- Assist Property Managers in keeping owners and/or management advised of significant operational problems and of deviations from the management plan.
- Properly record, and provide safeguards for the safekeeping of all property keys in an orderly and systematic fashion, with high security controls.

### **REQUIRED SKILLS / EXPERIENCES**

- Minimum high school graduate; some college education or degree in real estate preferred.
- Active Hawaii real estate salesman license, including current status on all CE classes.
- Prefer one-year **residential** and **projects** property management experience.
- Prior working experience in governmental assisted rental developments.
- Prior experience with Low-Income Housing Tax Credits program, Section 8, and other governmental financial and social assistance programs.

### **PERSONAL QUALIFICATIONS**

- Possess appearance and manner compatible with image of the company.
- Be assertive: initiate action and following through.
- Have excellent verbal and written communication skills.
- Minimum 45-wpm typing skills. 10-key by touch.
- Personal computer experience [Yardi Property Management, Microsoft Office Word, Microsoft Excel, Outlook].
- Ability to interact with a wide range of people.
- Possess service-oriented skills.
- Decisiveness: ability to solve problems in an equitable manner for all concerned.
- Salesmanship.
- Ability to work within an organizational structure.
- Energetic and able to handle a variety of tasks simultaneously.
- Attentiveness to detail.
- Integrity: moral soundness in business dealings that tests steadfastness to truth, purpose, responsibility, and trust.
- Must be bondable.
- Some neighbor-island travel may be required.

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.