

ASSISTANT MANAGER JOB DESCRIPTION

- Check phone messages
- Check mail slot for rent and mail
- Answer incoming calls
- Write work orders
- Collect rent
- Post rent payment collections and input any additional payments or information needed in MRI
- Show and lease apartments
- Process applications and all corresponding paperwork
- Maintain current availability/waiting list
- Take daily bank deposits to bank
- Filing
- Deliver 5-day notices for non-payment of rent
- File evictions on any non-payment or NSF uncollected
- Pay FPL and water bills (Federal)
- Purchase office, cleaning and maintenance supplies
- Annual and interim recertification
- Make sure video recorder/alarm in office is on
- Schedule vendors
- Issue purchase orders
- Activity planning
- Maintain daily totals taken from daily batch control
- Maintain current availability list/waiting list
- Maintain current information for courtesy
- Send all P.O.'s, billings, on-call work orders or any necessary paperwork to home office
- Send occupancy reports weekly to home office.
- Investigate any resident complaints or concerns
- Track all bonus information and fax to home office each month
- Collections
- Contact prospects
- Maintain resident files
- End of month closeout
- Walk with Pest Control to check on up keep of apartments
- Verify operable utilities
- Inspect property, schedule any maintenance, cleaning or repairs that need to be done on property
- Pick up trash if needed
- Inspect laundry facility
- Charge for damages to apartments
- Move in tenants
- Move out inspections
- Do a final check-in of vacant units when ready, and make copy for file (list any defects present on check-in sheet and review with resident at move-in)

- Report to manager and inform of any information needed throughout the day
- Duties include but are not limited to the items listed above. As the need arises, you may be asked to perform other duties that may be necessary to maintain the property in a clean, safe and healthy condition.

Reports to: Manager

Supervises: All staff when manager is not present