

## **Assistant Property Manger**

Are you up for the challenge? We are seeking a self-motivated and energetic individual for a large apartment community in Warwick, RI that is family owned and operated.

Successful candidate will be responsible for all activities related to apartment rentals including managing and handling traffic, leasing apartments, qualifying prospects, preparing lease documentation, and completing move-ins while providing high quality customer service to prospects and existing resident base.

## **Responsibilities**

- Supports and ensures timely input, proper use and full utilization of on-site based property management software and banking operations.
- Coordinates with staff on all programs to ensure the proper and efficient operation of systems, preventive maintenance programs, housekeeping functions, and responses to resident maintenance requests. Follows up on forwarded maintenance requests and makes sure that all residents are notified of ongoing issues. Ensures completion of resident service requests.
- Maintains working knowledge of leasing policies and procedures and performs functions related to leasing and lease renewal. Ensures effective and appropriate implementation in accordance with Management and Fair Housing policies and procedures. Makes follow-up calls, sends follow-up literature and pursues rental status. Collects funds related to applications, security deposits and rentals.
- Supervises the move-in and move-out of apartments to determine applicable charges for damages. Works directly with Maintenance staff and conducts inspections to determine market readiness and implements high quality standards of cleanliness and aesthetic appearance.
- Manages marketing sites and promotions for property.

## **Qualifications**

The role of this position is to be the primary contact and promote the positive image of the apartment community to existing and potential residents. Candidate must assist management with existing resident issues and retention. Ability to multi-task is imperative. Prospective applicant must be abreast of social media the industry and have strong computer skills.

Hours: Some weekends and evening work may be required.

Salary and benefit package including 401k.

**Please send your resume to [ndg@driscollco.com](mailto:ndg@driscollco.com)**