

## **JOB DESCRIPTION**

**JOB TITLE:** ASSISTANT PROPERTY MANAGER  
**REPORTS TO:** PROPERTY MANAGER

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### **BASIC PURPOSE:**

This position is designed to prepare individuals for a Property Manager position as he/she learns and applies knowledge of all aspects of property management in accordance with the policies and procedures outlined in the Operations Manual. Serves as Property Manager in the absence of one and serves as a role model to others on the apartment site.

### **ESSENTIAL FUNCTIONS:**

#### **Property Management Activities:**

- Assists the Property Manager overseeing the daily activities of the assigned apartment community by ensuring it is efficiently maintained, units are occupied, rental payments are received, reports are updated, resident issues are resolved, and employee relations are handled.

#### **Community Marketing Support:**

- Assists the Property Manager in the overall marketing efforts to help ensure the apartment community meets required occupancy goals.

#### **Apartment Community Compliance & Administration:**

- Assists Property Manager in ensuring all property management activities are conducted according to the Company's standardized policies and procedures, and in accordance with any municipal, state, or federal rules or regulations.

#### **Team Leader Activities:**

- Under the direction of the Property Manager, and Regional Property Manager, assists in all phases of the hiring, training, evaluating and supervising processes of all on-site employees. Assists with the apartment community staff meetings on a regular basis.
- Represents the Company in a professional manner at all times. Consistently maintains a professional courteous attitude when dealing with residents, coworkers and the general public.
- Performs other duties as assigned.

### **JOB QUALIFICATION REQUIREMENTS:**

#### **Knowledge/Experience:**

High school diploma or equivalent is required. A minimum of two years residential property management experience including supervisory responsibilities is preferred. Excellent communication, organizational and leadership skills are necessary. Prefer sales/multi-family leasing experience and/or product sales. Marketing and budgeting experience preferred. Excellent understanding of applicable Fair Housing laws and standards are required.



**Machines, Tools and Equipment, Software:**

Computer literacy, including experience with computerized property management and / or accounting software desired. Computer, telephone, facsimile, photocopier and vehicle.

**Licenses/Certification:**

Valid driver's license, good driving record and auto insurance are preferred, unless required by particular position.

**Other Requirements:**

As an Ackermann team member, you represent the Ackermann Group. While you are on the job, you are expected to wear clothing and accessories that are appropriate in a professional business environment. Refer to the Ackermann Group Handbook Dress Code Guidelines for additional information. In addition, you also have an obligation to maintain proper standards of conduct including but not limited to working well with team members and having a positive attitude. Required to carry and maintain a working cellular device during term of employment.

**PHYSICAL AND VISUAL ACTIVITIES:**

Ability to interpret, evaluate and communicate detailed written or verbal instructions to others accurately and quickly, including answering phones, attending meetings, written correspondence or other forms of communication. Inside and outside work in all types of weather. Ability to communicate effectively (expressing or exchanging ideas by means of the spoken or written word.) This skill/ability is important in work activities in which workers must impart or receive detailed information through oral or written communication.

Physical and visual activities are commonly associated with the performance of the essential functions of this job. "Commonly associated" is not intended to mean always or only. There may be different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

**WORKING ENVIRONMENT:**

Residential property

*The Company may revise this job description from time to time as business needs require. It is not intended to be an exhaustive listing of all the functions of the job, nor to limit the Company's right to assign other functions to an employee in this position. This job description does not constitute a written or implied contract of employment.*

**I have read this job description, understand it, and am able to perform the essential functions and meet the job requirements of the position. In addition, I have had the opportunity to discuss the job description with my supervisor.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_