



JOB DESCRIPTION
Assistant Manager

- Report To:** Community Manager
- Main Goal:** To meet income and expense goal of community.
- Work Schedule:** Friday, Saturday & Sunday 12 hours, Friday evening through Monday morning to answer property cell phone and show apartments as needed, expected time 2 hours for cell phone coverage. Office hours Saturday & Sunday 10:00am-4:00pm with 1 hour break to be taken at 1:00pm. Extra hours may be needed for special projects and emergencies.

DUTIES:

Main Objectives: Assist Community Manager in meeting budget goals occupancy and income.

Typical Duties but not limited to:

Daily

- Walk grounds-pick up trash
- Inspect vacant apartments
- Follow up on all Guest Cards and marketing leads
- Market and Lease apartments
- Post Craigslist ads three times a day
- Fill out daily log
- Record Maintenance request

Weekly

- Meet with Supervisor

Monthly

- May need to attend a monthly meeting for training or law compliance

Quarterly

Yearly

- Attend Safety Meeting
- Unit by Unit inspection

Screening Required Prior to Job Offer - Credit/ Criminal/ Driving/ Drug