

WPMC Job Description

Job Title: Assistant Property Manager

Department: Property Management

Reports To: Property Manager

Supervisory Role: No

FLSA Status: Nonexempt

Job Summary

The Assistant Property Manager provides administrative and managerial support for our Property Manager.

Essential Functions

- Assist with property management and/administrative activities
- Assist with developing maintenance work schedules
- Conduct site inspections of grounds, common areas and apartments
- Assist with relocation and rehab activities
- Prepare apartment leases and lease renewal documents
- Conducts resident and prospective resident interviews
- Initiates background checks and application verifications
- perform move in/move out inspections
- Investigate and resolve resident complaints
- Maintain rent rolls, reconcile resident accounts and preparing vacancy reports
- Assist with apartment turnover procedures
- Assist with rent collection and collecting delinquent rents
- Prepares daily bank deposits
- Assist with preparation and delivery of all correspondence to residents (rent changes, terminations)
- Maintain positive and professional relationships with residents
- Ensure consistent application of property policies
- Assist with preparation of inventory of all equipment and supplies and issue purchase orders
- Assist with maintaining vendor files
- Assist in submitting completed purchase orders and invoices for payment
- Assist with maintaining and updating waiting lists
- Prepare verification forms, Section 8 vouchers and adjustments, payment authorization forms
- Submit subsidy billings to appropriate agencies
- Assist with preparation of income certifications in accordance with IRS Code
- Maintain current knowledge of federal, state, and local housing authority regulations and requirements applicable to specific managed properties
- Train or guide the work of other team members on occasion
- Perform other duties as assigned

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Required Knowledge, Skills, Abilities

- Attention to detail
- Knowledge of property management software

Required Education, Certifications/ Licenses, Related Experience

- Diploma / GED required
- Two years of property management or related experience
- HCCP or SHCM Certification
- Experience with DC landlord tenant law
- Proficient with MS Office Suite

Physical Job Requirements

- This role requires the ability to remain in a stationary (standing and seated) position more than half the time
- This role may need to move about the office(s) less than half the time
- This role requires the ability to operate a motor vehicle less than half the time
- This role may need to kneel, crawl, crouch down less than half the time
- This role must be able to maneuver (lift, move, carry, slide, etc.) 15 – 40 lbs
- This role operates machinery and/or equipment that requires the constant use of hands/fingers/wrists (ex.'s: typing, filing, etc.) more than half the time
- This role requires the ability to spend more than half the time viewing computer monitors
- This role is exposed to hazardous chemicals and materials, outdoor weather conditions, and non-climate-controlled workspace(s) less than half the time
- This role must be able to identify and distinguish between colors less than half the time

Travel Requirements

- This position may travel between offices/site locations | 25 – 50% of the time

To apply, please send resumes to humanresources@whdc.org.