



Assistant Property Manager

Pettinaro is currently recruiting for an experienced Residential Assistant Property Manager to join our team. The Assistant Property Manager is responsible for excellent customer service in the daily management and coordination of all aspects of apartment community operations; maximization of cash flow while preserving assets; providing a quality living environment for residents and establishing a positive working environment for team members leading by example.

Responsibilities:

- Maintain on-going, in-depth knowledge of market comps, market rents and demographics to give a competitive edge. Evaluate and make recommendations for rental pricing.
- Maximizing rents and property cash flow along with timely rent collection and overall financial performance of the property.
- Minimizing delinquencies, preparation of late notices, contacting residents to collect overdue rent, preparation of court documents and make court appearances when necessary.
- Daily review of collections and delinquencies.
- Serve as property representative in court proceedings when property manager is not available, understanding all property legal issues affecting residency, storage, abandonment, bankruptcy, fair housing, and evictions.
- Analyze reports for traffic, lease expirations, market rents and delinquency and make recommendations as needed.
- Assist Leasing Consultant(s) in showing apartments, answering phones, and any other areas as needed.
- Monitors follow up on prospect status.
- Understand, interpret, and apply applicable Fair Housing regulations, Delaware Landlord/Tenant Code, Federal, State, and local laws as they relate to property specific guidelines.

Qualifications:

- 5 years' experience with a residential property management company (apartment rentals) executing similar residential property management responsibilities is preferred.

- Understanding of basic residential property management terms, principles, and fundamentals
- Conflict resolution and management skills
- Customer service driven, both outside the organization and within the organization
- Strong attention to detail, organizational skills, project management skills, financial skills, and time management skills are critically essential to success in this position.
- Able to coordinate and direct maintenance staff to perform on-site duties.
- Positive, professional, respectful, courteous and a “can-do” attitude.

Benefits:

- Medical
- Dental
- Vision
- 401k with company matching
- Paid Vacation time
- Paid Personal/Sick Days

Candidates must be willing to submit to and pass all pre-employment criminal and drug screening tests as a condition of employment.

Pettinaro is an equal opportunity employer with preference given to Veterans.

Salary will be commensurate with experience.

Benefit Conditions:

- Waiting period may apply