

East Orange Housing Authority

Job Description

Job Title: Assistant Property Manager (Part-time)

Job Summary: The Assistant Property Manager processes new tenant applications, addresses and resolves tenant issues and complaints, manage workflow of routine work orders, assists in marketing the property, and assists in managing the financial aspects of the business.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF AN ASSISTANT PROPERTY MANAGER:

- Collect and processes rent payments and other fees.
- Inquire about late payments and assists in handling any eviction issues.
- Interviews new prospective tenants and gives tours of property.
- Processes applications, conducts credit checks and calls references.
- Distributes and collects leases and ensures that all required legal documents are signed.
- Addresses and promptly resolves questions, requests, and complaints from tenants.
- Creates and distributes marketing materials.
- Inspects property on a regular basis to assess condition of buildings and grounds.
- Work with maintenance staff to ensure that vacant units are ready for new tenants.
- Reports any problems or issues to the Property Manager.
- Manages records and files of current tenants.
- Assist in responding to emergencies
- Other related duties assigned.
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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrates the strong organizational skills
- Possesses knowledge of the real estate industry and state and federal housing regulations.
- Proficient in basic computer programs including Microsoft Word and Excel.
- Demonstrates familiarity with property management software
- Must be detail oriented with ability to manage time efficiently.
- Exhibits solid communication skills, with an ability to calmly resolve disputes or complaints.
- Works well with a team.

EDUCATION AND EXPERIENCE:

- High school diploma or GED required.
- Associate's or Bachelor's Degree in Business or Management preferred.
- Real estate, property management, or customer service experience required.
- Expected to complete property management certification within three months
- NJ Driver's license required

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WORK ENVIRONMENT:

- Part of the workday will be spent in a temperature-controlled management office, handling paperwork.
- The remainder of working hours will be spent visiting units and common area inspections.
- Flexibility is required in terms of working hours, since many tenant inquiries and issues may need to be addressed in the evenings or on weekends.

COMPENSATION AND BENEFITS:

- Salary Range: \$22 - \$28 an hour, commensurate with experience
- Paid Time Off (Sick Time and Holidays)
- Employee Assistance Program