

**Job Description:****Title of the position**

Assistant Property Manager

**Department**

Property Management, Divco West Services, LLC

**Reports to**

Property Manager, Director of Property Mgmt and Construction

**To Apply**

Send resume and cover letter to [scjobs@divcowest.com](mailto:scjobs@divcowest.com) or fax to (408) 496-6299 Attn: Property Manager

**Overall responsibility**

Assist the Property Manager with all on-site operations and achieving property financial and operational objectives of commercial South Bay portfolio. Oversees property maintenance, accounts payable/receivable and assists with capital projects. Position also works with the Property Manager to ensure that all activities are conducted in compliance with all local, state and federal, landlord/tenant and real estate laws.

**Supervises**

- Receptionist/Tenant Coordinator, Contractors and Vendors

**Term of employment**

- Full time, exempt

**Qualifications**

- Strong sense of customer service
  - Good organizational skills, attention to detail
  - Good driving record
  - **Education** - High School Diploma (or equivalent) and Bachelor's degree are required. Must be able to read, write and communicate English fluently. Must be able to complete advanced business mathematical functions. RPA or CPM, LEED AP and CA Real Estate License preferred.
  - **Computer** – Proficient with Microsoft Word, Excel and MRI accounting software.
  - **Experience** - Qualified individuals must have at least 5 years experience in Property Management, at least three years of which must have been as an Assistant Property Manager. Must have proven ability to successfully work with people, understand and explain financial reports and capital projects. Must have ability to operate computerized property management software program and prepare required operations and activity reports.
  - **Licenses** - A valid driver's license and current automobile insurance is required.
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- **Hours** - Must be able to work onsite 8am-5pm M-F and be on call for emergency response 7 days a week.

**ESSENTIAL JOB FUNCTIONS**

Works with property management team to minimize expenditures, maximize revenues and adhere to budgeted cost parameters.

Works with office staff and accounting department to ensure all rent is collected as due and that all revenue data is posted correctly in MRI.

Manages preparation of all tenant correspondence, including late payment notices.

Works with legal counsel and Property Manager to execute unlawful detainers and 3 Day Notices as required.

Produces monthly tenant delinquency reports and property accruals.

Works with property manager to complete monthly financial and property activity reports.

Works with property manager to prepare annual budgets and tenant CAM Reconciliations.

Schedules site visits regularly.

Shows vacant suites as necessary and explains property rules and regulations. Ensures all move-in/move-out paperwork is completed correctly and has been approved by the property manager.

Ensures all suite, move-in, move-out and other leasing data is entered correctly and in a timely manner into the on-site property management software system.

Works with management team to administer renewal program and works to maximize tenant renewals.

Works with property manager to hire, train and develop on-site employees according to company policy and procedure.

Assists property manager with counseling and reviewing employees as necessary and as required by company policy and procedure.

Works with property manager to develop an effective, proactive team that works together to achieve property objectives.

Works with property manager and maintenance team to insure that suites, common areas and grounds are maintained according to property objectives.

As required, inspects suites, common areas and property to insure adherence to property standards.

Works with property manager to insure adherence to company safety standards, policies and procedures. Works with property manager to insure that all safety inspections are completed as required and ensures adherence to company key control policies.

Completes, as necessary, all required paperwork for all liability, workers' compensation and property insurance claims. Oversees tenant and vendor insurance program.

Takes escalated service requests and works with property team to ensure adherence to customer service standards. Works with on-site staff to insure that tenant issues are dealt with in a timely manner and that proper follow-through is done.

Assists property manager with scheduling, organizing and hosting tenant functions.