

Assistant Community Manager

Full/Part Time Description

Job Objective: The Assistant Community Manager is responsible for financial operations of a PPPM community and assisting the Community Manager with all community operations. When there is no Leasing Specialist on staff the Assistant Manager's duties extend to cover that position on a daily basis. When the Community Manager is on leave the Assistant Manager's duties extend to cover that position until they return to work.

Compensation: Non-Exempt. Position eligible for pre-approved overtime. Bonuses (based on PPPM bonus plan).

Reports to: Community Manager/General Manager and Regional Manager

Essential Job Functions:

- Collect on balance due move outs and forward nonpaying files to our collections agency 30 days after move out.
- Responsible for preparing and delivering all notices. (3 Day, 10 Day and lease violations)
- Process evictions on delinquent residents.
- Code and enter invoices and mail every Friday to corporate.
- Purchase supplies as required through approved vendors.
- Complete all weekly and monthly reports.
- Courteously handle resident requests and complaints.
- Implement leasing and marketing strategies.
- Inspect turned, vacant units to ensure they are ready per PPPM standards.
- Inspect grounds, models, and community office daily.
- Organize resident retention functions including parties and newsletters.
- All other tasks as assigned.

Qualifications and Requirements:

- **Skills:**
 - Leadership /Management skills
 - Sales/marketing skills
 - Advanced organizational/administrative
 - Time management skills
 - Advanced computer skills (Microsoft Office, online advertising)
 - Business mathematical skills (Add, subtract, multiply, and divide whole numbers, fractions, and decimals. Measure lengths and distances. Calculate areas volumes, and weights.)
 - Verbal and written communications skills
 - Customer service skills
- **Education:** High school diploma or GED. Ability to read, write, speak and understand English.
- **Experience:** 2+ year(s) of management and/or apartment leasing experience.
- **Licenses:** Valid driver's license and \$50,000 in current car liability insurance.
- **Equipment:** Position requires individuals to furnish their own vehicle to pick up supplies and perform other duties as necessary.

- **Attendance/Schedule:** Regular work schedule for this position is 4 days Monday-Friday 8:30 AM to 5 PM and Saturdays (hours depend on the location). This position requires ability to work any day of the week, any week of the year and to serve on call as necessary. The individual must attend PPPM training classes and meetings as scheduled. Position requires working at and traveling to all PPPM locations as well as overnight stay when applicable (mileage, time and hotel are paid by PPPM when required for work). Work schedules are subject to change.