

Assistant Property Manager

Durham, NC 27704

Overview

Salary Range

\$43,680.00 - \$55,000.00 Salary/year

Position Type

Full Time

Education Level

2 Year Degree

Category

Admin - Clerical

Description

Are you passionate about creating exceptional living experiences and helping communities thrive? We are seeking a dedicated and customer-focused Assistant Property Manager to support the daily operations of our residential communities. In this role, you will play a vital part in delivering outstanding service to residents, maintaining high occupancy levels, ensuring regulatory compliance, and supporting the overall success of the property.

As a key member of the property management team, you will work closely with residents, prospective tenants, staff, and community partners to foster a welcoming, safe, and well-maintained environment. This is an excellent opportunity for a motivated professional who enjoys building relationships, solving problems, and making a meaningful impact in affordable housing.

Key Responsibilities

- Assist with the day-to-day operations of assigned residential communities.
- Conduct leasing activities, including property tours, applicant follow-up, and lease execution.
- Maintain accurate leasing, occupancy, and resident records.
- Assist with rent collection and resident account management.
- Conduct move-in, move-out, transfer, and housekeeping inspections.
- Ensure resident files and property operations remain compliant with HUD, Fair Housing, and agency requirements.
- Prepare reports, correspondence, and other administrative documentation.
- Support monthly financial processes, including deposits, billing, and accounting closeouts.
- Coordinate services with vendors, contractors, and internal departments.
- Address resident concerns professionally and provide exceptional customer service.
- Assist with quality control reviews of resident files, inspections, and work orders.
- Support emergency response and operational needs as required.

Qualifications

Required Education

- Associate degree in Business Administration, Public Administration, Property Management, or a related field; or an equivalent combination of education and experience.

Preferred Education

- Bachelor's degree in Business Administration, Public Administration, Property Management, Real Estate, or a related field.

Required Experience

- Two (2) years of experience in property management, housing administration, customer service, or a related field.
- Experience working in a fast-paced environment requiring strong organizational and administrative skills.

Preferred Experience

- Experience with affordable housing, public housing, or multifamily residential communities.
- Experience working with HUD regulations and housing compliance programs.
- Experience conducting resident certifications, recertifications, inspections, and rent calculations.
- Experience using property management software and housing management systems.

Core Skills & Abilities

- Strong customer service and relationship-building skills.
- Excellent verbal and written communication abilities.
- Knowledge of property management principles and leasing practices.
- Understanding of Fair Housing requirements and regulatory compliance standards.
- Ability to manage multiple priorities while maintaining attention to detail.
- Strong problem-solving and decision-making skills.
- Ability to handle sensitive and confidential information with professionalism.
- Sound financial and administrative recordkeeping skills.
- Proficiency with Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Ability to work independently, collaborate effectively with a team, and maintain a positive, resident-focused approach.
- Commitment to professionalism, accountability, diversity, equity, and exceptional service.

View full job description at:

<https://www.paycomonline.net/v4/ats/web.php/portal/DFB2DC6420F52B0EAA4CB55F7AEF06AF/jobs/105203>