

Job Description**Formal Position Title**

Assistant Property Manager

Employment Type

At will

Exempt or Non-Exempt Under the Fair Labor Standards Act

Non-exempt

Full-Time or Part-Time

Full-time

Pay

\$15.00 per hour

Benefits

Paid time off

Medical insurance

Dental insurance

401(k)

Location

The functions of the Assistant Property Manager position will take place at the Braden Group office in Oklahoma City, in the Oklahoma City metro and surrounding areas.

Work-Related Travel

The Assistant Property Manager will be expected to travel within the greater Oklahoma City metro area, areas surrounding the Oklahoma City metro using the company car or a personal car.

Work-Related Travel Duration and Frequency

The Assistant Property Manager position requires some travel during working hours by car. Required travel time for this position will fall between zero (0) and two (2) hours per week. Usually, the Assistant Property Manager will travel zero (0) to five (5) times per week for one (1) to two (2) hours at a time.

Hours of Work

Hours of work for this position will generally be Monday through Friday from 8:00 AM to 4:00 PM. The Assistant Property Manager will be expected to come in for the same working period each work day, and all schedule changes thereafter must be submitted in writing to a supervisor for approval.

Reports To

The Assistant Property Manager will report to the VP of Administration.

Oversees

The Assistant Property Manager will not oversee other positions.

Key Working Relationships

The Assistant Property Manager will work with all company departments.

Job Overview

The Assistant Property Manager will provide clerical, administrative, and other general office services in order to increase the efficiency of office functions. A successful Assistant Property Manager will perform the duties and responsibilities described here in a manner that is efficient, accurate, and professional. Being a teamplayer is a high priority for this position. The Assistant Property Manager will work within the Administrative Department.

Duties and Responsibilities

- Process work orders in a timely fashion.
- Perform tenant communication in a timely manner.
- Coordinate maintenance, trash removal, landscaping, and other ongoing services.
- Answer correspondence from tenants and initiate correspondence with tenants as required.
- Coordinate appraisals and inspections with tenants and professionals.
- Use company software to assign lockboxes to properties and to perform other related operations.
- Monitor emergency phone voicemails during working and non-working hours and promptly address emergency events.
- Perform checks of the accuracy of data in spreadsheets and software.
- Communicate with business associates, vendors, clients, and coworkers in a professional manner.
- Foster good relationships with business associates, vendors, clients, and coworkers.
- Create documents on behalf of the company.
- Upload both confidential and non-confidential pictures and documents to property management software.
- Handle and file both confidential and non-confidential documents.
- Count and record inventory location, quantity, and needs.
- Maintain up-to-date list of requests for inventory and the approval status of requests for inventory, submit requests for inventory to supervisor, and purchase approved requests for inventory.
- Open, sort, and distribute incoming correspondence, including mail and email.
- Email reminders about weekly meetings to office staff.
- Attend meetings.
- Make copies and scans of documents.

- Complete any other tasks assigned to this position by Company.

Preferred Skills

- Good typing skills
- Good computer knowledge
- Experience with Google Suite
- Experience with Google Sheets or Microsoft Excel
- Ability to use Google Workspace tools and software for work-related functions
 - *Note: This includes Gmail, Drive, Calendar, Chat, Docs, Sheets, and Slides*
- Excellent time management and organizational skills
- Written and verbal communication skills
- Great teamwork skills
- Professional attitude
- Attention to detail
- Ability to concentrate on repetitive tasks for extended periods of time.
- Ability to receive constructive feedback.

Qualifications and Requirements

- Valid driver's license
- Clean background check
- Clean driving record for the past 2 years
- 21 years of age or older
- Insurable under Company's car insurance policy
- Must be reachable by personal cell phone during business hours
- Must be fluent in English

I acknowledge that I have received and read the job description for the Assistant Property Manager at Braden Group.

Employee Printed Name Employee Position/Title

Employee Signature Date

Witness Printed Name Witness Position/Title

Witness Signature Date