

AMC

Apartment Management Consultants

JOB DESCRIPTION

Employee Name: _____

Job Title: Assistant Community Manager

Department: Operations

Supervisor: Community Manager

FLSA Status: Non-exempt

JOB SUMMARY: Responsible for insuring the efficient operation of the property under the direction of the Community Manager. Able to assume responsibility for the property in the Community Manager's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed safely may be required as deemed necessary by AMC and its affiliated companies.

- Assisting the Community Manager in interviewing, screening and hiring of any potential employee for all departments.
- Assisting the Community Manager in subsequent orientation, training and scheduling of all office personnel.
- Responsible for the inventory and ordering of all necessary administrative supplies and equipment for the management department.
- Assisting the Community Manager in any disciplinary or promotional recommendations with regard to all office personnel.
- Responsible for insuring a professional appearance and manner for oneself and all personnel at all times.
- Responsible for the knowledge and administration of the following:
 - Thorough knowledge of leasing techniques and sales methods as designated by AMC and its affiliated companies. Knowledge of property rental information.
 - Ability to secure a high percentage of the properties overall closed leases.
 - Thorough knowledge of management company policies and procedures and property community policies.
 - Responsible for the efficient and timely reporting, maintenance and submission of all administrative forms, files and reports.

- Responsible for posting rent to the RentRoll tracking system.
- Responsible for insuring contact with business and locator services, and insuring availability of promotional materials.
- Responsible for insuring efficient and courteous response to all resident requests.
- Assisting the Community Manager in designing and implementing a resident retention program, i.e., a newsletter, resident referral program or social activities.
- Responsible for reporting any unusual or extraordinary circumstances regarding the residents or the property.
- Responsible for insuring that all personnel in all departments operate within OSHA (Occupational Safety & Health Act) standards and company safety policies at all times.
- Responsible for seeking educational opportunities and self-improvement for personal growth and development.
- And anything else that the CM feels falls into the Assistant Manager's job description

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities unless the Community Manager is unavailable or away from the property.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, residents/clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job

include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Date

Employee Signature

Community Name