

What

Job title, keywords, or company

Where

City, state, zip code, or "remote"

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Assistant Manager

Village Green 3.3 ★ 975 North Sterling Avenue, Palatine, IL 60067

Village Green

★★★★☆ 153 reviews
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Profile insights

Here's how the job qualifications align with your [profile](#).

Licenses

✓ Real Estate License (Required)

Skills

✓ Supervising experience (Required)

✓ Computer skills (Required)

✓ Property management

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Education

⊗ Bachelor's degree

Job details

Here's how the job details align with your [profile](#).

Pay

♥ \$25 an hour

Job type

♥ Full-time

Location

Estimated commute

60 minutes from [15810 IL Rt. 173 #2F](#)

Job address

975 North Sterling Avenue, Palatine, IL 60067

Benefits

Pulled from the full job description

- 401(k)
- Dental insurance
- Health insurance
- Paid time off

- Vision insurance

Full job description

Company Description

VILLAGE GREEN

Village Green offers a unique environment that empowers our team to exceed residents' expectations and make a distinct difference in people's lives. Our ideal candidate will be engaged, authentic, and prepared to create a "best in class" apartment community at Albion on Northwest

Founded in 1919, **Village Green** is a diverse, people-first organization that has contributed to its multi-year Great Places to Work, Top Workplaces, and Best Workplaces in Multifamily designations, to name a few. We believe the accomplishments of any company are those of its people. As a result, all our associates receive the tools, training, resources, and opportunity to excel and become leaders in the industry. A career with Village Green is a vital investment in your future. So why wait?

Our **100-year history** makes us one of the oldest and most experienced management companies, and we have room to grow within the rising apartment industry.

Our compensation and benefits package is crafted to support your long-term career development. As you advance within the company, your total compensation can and should increase accordingly. We assess performance regularly and provide direct feedback to all team members throughout the year, ensuring that compensation aligns with the role and individual performance. Additionally, we offer the following benefits:

- Competitive salary
- Comprehensive medical, dental, and vision coverage
- 401(k) retirement plan
- Generous paid time off

Pay: \$25/hr, plus a quarterly bonus.

Albion on Northwest

Job Description

Village Green seeks a highly organized and proactive Assistant Manager whose primary responsibility is overseeing rent collection, managing delinquent accounts, and handling the eviction process.

- Determines the new interest rate annually and revises the security deposit interest forms
- Establishes and maintains good relations with residents, prospective residents, vendors, and co-workers
- Maintains control over Accounts Receivables. Maintains Village Green's targeted delinquency goal of less than .005% of annual GPI. Applies payments to resident ledgers; makes daily bank deposits; follow-up with telephone calls and/or collection or demand notices (letters) to ensure prompt payment by residents; creates and delivers NSF notification letters; adjusts/corrects resident ledgers; inputs concessions; updates lease information/changes; etc.
- Maintains current and complete property management software information. Inputs daily activities such as move-ins and move-outs, notices to vacate, resident transfers, lease renewals, lease changes, household and occupant demographics, search tag information, application approval/rejections, cancellations, etc.
- Administers the lease renewal program.
- Generates and delivers general correspondence to residents, vendors, and prospective residents such as lease violations, certificates of insurance updates, application rejection letters, etc.
- Inspects condition of move-outs in a timely manner in order to document charges prior to reconciling security deposits
- Maintains collection policy for residents who moved out with a balance on their account.
- Assists in monitoring property condition; report concerns/liabilities to property manager/maintenance supervisor
- Adheres to established policies related to fair housing
- Performs general office duties: answers the telephone; writes service requests, newsletters, files, monitors and orders office supplies and printed materials, etc.
- Performs, when asked, property manager duties in absence of Property Manager

Qualifications

- 4 year degree preferred
- Previous experience in Property Management a must
- Previous supervisory skills required
- Requires good computer skills with emphasis on Microsoft Word and property management software, and prefer some experience in Excel

- Must have real estate license or obtain within 120 days of employment if required by state law
- Good organizational skills
- A basic understanding of accounting principles and office administration
- Ability to communicate effectively
- Must be team oriented

#INDVGPM

Additional Information

We are an equal opportunity employer with a commitment to diversity. All individuals, regardless of personal characteristics, are encouraged to apply.

Our locations are drug-free and pre-employment drug tests and physicals are required. Background checks are also required before employment begins.

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

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