Position: Assistant Community Director

Salary: $24-$26/hour

**Position Overview**

Insite Property Solutions, a boutique full service property management company, is looking for a highly motivated Assistant Community Director. The ideal candidate has great time management, extraordinary customer services skills, is detail oriented, reliable, enthusiastic, and enjoys a dynamic work environment.

**Responsibilities and Duties**

* Perform leasing duties including responding to inquiries, showing apartments, and preparing and executing leases
* Involved in the development and execution of a marketing and leasing plan for property
* Have full knowledge of all property policies regarding deposit amounts, rental agreements and restrictions
* Enforce all terms of the lease agreement including serving notices and preforming eviction actions
* Observe and follow all Fair Housing, Equal Opportunity Employment, and Landlord Tenant laws
* Review and adhere to rental criteria as reported by screening company
* Review traffic records and follow-ups, including maintaining availability and providing unit status reports
* Review monthly market surveys and lease expirations
* Review and inspect property for curb appeal and maintenance needs, record deficiencies and take appropriate action
* Inspect Model/Vacant units daily to ensure optimum showable and rentable condition
* Accept rent payments and maintenance requests, including making regular bank deposits
* Manage accounts receivable and delinquencies
* Perform move-in and move-out processing
* Create and audit resident files, ledgers and all other applicable paperwork
* Perform various other duties as assigned by the Community Director
* Maintain Fair Housing guidelines while being culturally aware and capable of working with diverse groups of people and interests
* Support and advise on-site staff through effective training and mentoring
* Prepare weekly and monthly property reports to be submitted to the Community Director
* Adhere to annual budgets for assigned property, including making recommendations on expenses
* Have a current and all-encompassing understanding of market trends, comparable properties and the target demographic
* Perform regular community outreach to build networking relationships throughout the neighborhood
* Communicate effectively with residents, employees and vendors both verbally and in writing
* Respond to customer service complaints and inquires in a timely manner
* Schedule inspections, repairs and/or projects as required and in conjunction with maintenance and budget
* Maintain multiple databases in a timely and accurate manner

**Qualifications**

* Excellent time management, problem solving and attention to detail
* Excellent customer service skills and interpersonal skills
* Ability to multitask and achieve high-quality results under tight deadlines and changing work priorities
* Prefer 2 years residential/multifamily experience
* Must have a working knowledge of Microsoft Office Suite (Outlook, Excel, Word, etc.)
* A 4-year degree or related coursework is preferred; a High school diploma or equivalent is required
* Physically capable to complete all aspects of the job
* Pass criminal background check and drug screening