



November 8, 2021

ASSISTANT PROPERTY MANAGER/ FRONT DESK JOB OPENING

We are committed to creating an accessible, supportive environment. Mercy Housing is deeply committed to equity, diversity, and inclusion. We welcome candidates who will enrich our workplace with their diverse perspectives. At Mercy Housing, we believe every person has dignity and everyone deserves to live in a quality, affordable home. If respect, justice, and mercy are important values to you, we invite you to apply.

We are looking for an **Assistant Property Manager/Front Desk at Mission Creek** that assists the Property Manager in the day-to-day front-line operations of the property in these primary duties: prepare and schedule Desk Clerks ensuring adequate coverage and replacements when needed, train and motivate all new clerks, and monitor the traffic in and out of the building. Collaborate with site team and residents to create and strengthen a healthy community, facilitate on-site communication with vendors and proper authorities when appropriate. May assume leadership role as the individual responsible for the property in the absence of the Property Manager. This position is not eligible for a hybrid work schedule.

****This is a brief description summarizing the abilities and skills needed for the position.****

Essential Job Functions & Responsibilities:

- Conduct patrols of the entire complex and surroundings according to a schedule outlined by the Property Manager and other appropriate supervisory staff; report malfunctioning equipment to maintenance staff.
- Enforce the appropriate building policies and property rules to include the "No Loitering Policy" for the property; monitor "Parking White Zone" in front of building and enforce policy.
- Manage schedules to ensure full coverage at all times.
- Assists with the leasing process from initial application to move-in.
- Work outside normal business hours to respond to the needs of the property.

Requirements

MINIMUM QUALIFICATIONS OF POSITION

Education:

- High School diploma or equivalent.

PREFERRED QUALIFICATIONS OF POSITION

Experience:

- Minimum of one (1) year of administrative, office, accounting, and/or customer service, including as a desk clerk.
- Two (2) years strongly preferred.
- Property management work experience and knowledge of applicable local and federal housing laws.
- Knowledge of Yardi database and real estate property management applications.

Knowledge and Skills:

- Learn and adhere to Fair Housing regulatory requirements.
- Dependable, punctual, and reliable; work weekends and flexible work schedules if needed.
- Legally operate a motor vehicle (valid driver's license).
- Demonstrate good verbal and written communication.
- Basic proficiency of Microsoft Word and property management software; effectively operate office equipment.

Salary:

\$17.05 per hour.

Resumes:

Please email your resume to Cflores@mercyhousing.org

**Position Open Until Filled
EQUAL OPPORTUNITY EMPLOYER**