



June 14, 2022

ASSISTANT PROPERTY MANAGER/ FRONT DESK JOB OPENING

Join us in working for strong, vibrant, and healthy communities! We believe in creating a workplace where everyone is included. Our core values of Respect, Justice and Mercy are part of who we are. Equity, diversity, and inclusion are key to our culture. Candidates who believe they will thrive in a mission and values centered company are encouraged to apply.

The Assistant Property Manager/Front Desk will assist 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. This position is not eligible for a hybrid work schedule. COVID-19 vaccination required.

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

Essential Job Functions & Responsibilities:

- On a monthly basis, assist with collection of rent and other income, make bank deposits, and forward receipts to National Office. Assist with the leasing process from initial application to move-in when needed.
- Collaborate with site team and residents to create and strengthen a healthy community, facilitate on-site communication, and monitor property goals. Attend all staff meetings.
- 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.

Experience:

- Minimum of one (1) year of administrative, office, accounting, and/or customer service, including as a desk clerk.
- Two (2) years strongly preferred.
- Bilingual English/Mandarin, English/Cantonese, or English/Spanish a plus.
- 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:

\$20.00 - \$21.78 per hour, DOE.

Resumes:

Please email your resume to Cflores@mercyhousing.org

**Position Open Until Filled
EQUAL OPPORTUNITY EMPLOYER**