

LaCasa, Inc. is in need of an Assistant Property Manager

Fax application to 574-537-1897 or email alan.greaser@lacasagoshen.org

I. Job Title: Assistant Property Manager

II. Job Relationship: Report to Director of Property Management.

III. General Description:

Assist in the general lease up and management of LaCasa's rental properties. Assist in the daily operation of LaCasa's asset properties by incorporating efficiency, integrity, honesty, professionalism and customer satisfaction

IV. Responsibilities:

A. Office / Administration Responsibilities

1. Lease vacant units and maintain a 95% occupancy rate.
2. Review and process rental application. Pre-qualify all applicants in adherence of LaCasa's resident selection guidelines as well as IRC42. Selection and compliance will be processed according to granting source guidelines.
3. Collect rent from residents and record payments using Property Management Software. Make bank deposits when necessary.
4. Enforce zero delinquency rental policy. Maintain delinquencies below 1% of lease rent potential.
5. Perform move-in/move-out procedure with incoming and outgoing residents.
6. Update, organize and maintain all resident files.
7. Check recertification status of tenants and insure timely completion of recertification process.
8. Show vacant units from all LaCasa's rental holdings to prospective residents.

B. Property Maintenance Responsibilities

1. Assist Property Manager and/or Director of Property Management to maintain all buildings and grounds in an acceptable manner and in accordance to Capital Improvement budget.
2. Assist Property Manager and/or Director in conducting semi-annual unit inspections and completely document and correct deferred maintenance.

3. Ensure that vacant units are made ready to LaCasa standards and completed in a timely manner.
4. Assist tenants in making maintenance requests by assessing the problem, determining level of service required, creating work orders and communicating with maintenance staff.

C. Other.

1. Treat all customers courteously, with dignity and respect
2. Refer residents interested in Home ownership to LaCasa's Home Ownership Center.
3. Attend LaCasa's all-staff meetings and LaCasa's annual meeting. Participate in community and professional meetings and training event as requested by supervisor. Participate in Help-a-House and other LaCasa events as requested by supervisor.
4. Demonstrated ability to work productively with co-workers, agency representative, and customers.
5. Must have a valid driver's license and operating vehicle.
6. Immediately notify LaCasa Office and supervisor of any personal injury, property damage, etc.
7. Other duties as assigned by supervisor.

V. Hours and salary range.

1. 40 hrs. /wk.
2. Salary will be established commensurate with the skills and experiences of the employee within the salary/wage range step.

VI. Job Qualifications

1. Experience with property management or related work experience.
2. Ability to work with low-income people
3. Excellent writing, reading and oral communication skills in English (bi-lingual Spanish preferred).
4. Self-motivated, highly organized with ability to prioritize and work independently.

5. Computer experience and familiarity with word-processing, e-mail programs and property management software (Yardi or others).
6. Demonstrated ability to work productively with co-workers, agency representatives, and customers.
7. Able to keep client information confidential. 6/08