Assistant Property Manager

Company Overview:

We are a full-service real estate organization that invests in, develops and manages real estate. Our firm has been actively involved in the acquisition and management of office, residential, and retail properties.

We are seeking an **Assistant Property Manager** for an affordable apartment complex in the area of Plainfield, NJ who's responsibilities will include overseeing operation of our leasing office.

Summary of Assistant Property Manager

Position will require interaction with tenants regarding tenant certification for subsidized housing. This job will require follow up and focus on detail. Assistant Property Manager will be responsible for tenant payments and collections. This person will also serve as primary contact for building maintenance staff.

Required Knowledge, Skills and Abilities:

- Must work well with others and interact positively with tenants
- Must possess good communication skills
- Detail-oriented and well organized
- Basic computer skills including Microsoft Word and Excel.
- Experience with HUD 50059's a plus
- Experience with RealPage Onesite a plus

Please have all of the resumes forwarded to this email address: hrjobsnj@gmail.com