

The Lark Apartments | San Mateo, CA

livenorthcoast.com   

Highlights

Starting Date:

As soon as possible

Hours per Week:

Full-time

Compensation:

\$25-28/hr + commission

Benefits:

- Begin after 30 days
- Vision, Medical, Dental
- 401K +Employer Match up to 5%
- Significant onsite rent discount
- Employee referral program
- Tuition reimbursement
- Monthly and annual bonuses

Qualifications

- Must be willing to work flexible hours/days/weekends.
- High School diploma, GED or certificate of completion from a trade school.
- One or more years of residential property management or administrative experience.
- Proficiency using MS Office and/ Yardi CRM software system.
- Valid DL and car preferred.
- Possess strong verbal and written communication skills; bilingual ability is a plus.
- Strong customer orientation with ability to achieve measurable results.
- Team-oriented with ability to work independently.
- Well organized and detail-oriented.
- Demonstrates ability to resolve conflict in a calm and professional manner.

Job Description

- Schedule income verification appointments.
- Prepare and process lease agreements and maintain housing wait list (tax credit properties.)
- Issue proper legal notices when necessary.
- Inspect and schedule vacancies for turnover preparation.
- Assist in the collection of rents, completion of security deposits, logging petty cash use and preparation of bank deposits.
- Primary point of contact for data entry (move-ins, move-outs, posting of rent, ledger charges, etc.)
- Inspect property and identify maintenance and security issues.
- Coordinate maintenance inspections with facilities staff and ensure work orders are processed in a timely manner.
- Maintain resident and property files without compromising confidential information.
- Effectively communicate procedures regarding emergency preparedness to residents and coordinate logistics for resident meeting.
- Report and document property incidents within 24 hours of the event.
- Maintain standard business hours of operation.
- Maintain a high resident satisfaction rate.
- Oversee and assist leasing staff with their duties.
- Assist in management of overall operations as designated by Business Manager.
- Other duties as required.

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