

Assistant Property Manager

The James Apartments | San Jose, CA

jamesliving.com    

Highlights

Starting Date: Immediate

Hours per Week: Full-time

Experience level: 3 Years

Certification: Drivers licence required

Compensation: Contact for details

Location: In-person

Benefits:

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

Qualifications

- High school diploma required; Associate's degree preferred
- 2+ years in property management, leasing, accounting, or admin support
- Experience with Yardi, RealPage, Snappt, Meet Elise, or similar platforms
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams)
- Strong organizational skills; ability to manage multiple priorities and deadlines
- Excellent verbal and written communication skills
- Strong customer service and conflict-resolution abilities
- Organization & prioritization
- Financial acumen
- Attention to detail
- Effective communication
- Problem-solving
- Property management software
- Team collaboration
- Adaptability

Job Description

- Assist the Business Manager with daily administrative and financial operations
- Process rent payments, monitor delinquent accounts, and support collections per company policy
- Maintain accurate resident ledgers; post charges, credits, and adjustments in a timely manner
- Prepare, review, and submit financial reports, invoices, and budget documentation
- Assist with month-end closing procedures and account reconciliations
- Support leasing and retention efforts: application processing, lease administration, resident communication
- Coordinate with maintenance and operations teams for service delivery and resident satisfaction
- Maintain resident files and property records in compliance with policies and regulations
- Assist with vendor management, invoice processing, and procurement
- Respond to resident inquiries and resolve concerns professionally and promptly
- Assist in training and mentoring leasing and administrative team members
- Ensure adherence to Fair Housing laws and all applicable federal, state, and local regulations

[Apply Now](#)