

## Assistant Property Manager

The James Apartments | San Jose, CA

[jamesliving.com](http://jamesliving.com)    

### Highlights

**Starting Date:** Immediate

**Hours per Week:** Full-time

**Experience level:** 3 Years

**Certification:** Drivers licence required

**Compensation:** Starts at \$25-28 per hour

**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

- A minimum of 1 year of related leasing or property management experience.
- High school diploma or equivalent is required. Bachelor's degree is preferred.
- Excellent interpersonal communication skills, including the ability to motivate and lead a team.
- Proficiency in Microsoft Office
- Able to multitask and meet deadlines in a timely and organized manner.
- Must be able to work a flexible schedule, including weekends.
- Must be able to tour the community with clients, which includes walking the property and climbing stairs.

### Job Description

- Assist with accepting move out notices, service requests and resident transfers.
- Responsible for implementing lease renewal and resident retention programs.
- Manage resident relations issues, which includes taking resident phone calls, requests and concerns.
- Analyze weekly leasing reports and forecast occupancy trends.
- Assist with developing and tracking marketing strategies, including advertising, promotions and publications.
- Manage rent collections, late notices and posting rent.
- Review and inspect vacancies, make-ready apartments and models.
- Inspect the property for community policy violations, needed repairs and overall landscaping.
- Additional duties as assigned.

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