Assistant Community Manager – Live Oak Trails

Description

Assistant Community Manager is responsible for assisting the Community Manager to effectively manage the community, and assume the responsibilities of the Community Manager in his/her absence.

Essential Duties and Responsibilities

- Maintains accurate resident records, posts all rents, deposits and fees, and all A/P functions as directed by Community Manager.
- Issues appropriate notices (i.e. late payments, evictions, NSF checks).
- Makes daily bank deposits.
- Prepares and updates reports as delegated by Community Manager.
- Organizes and maintains files, and performs other tasks as assigned by Community Manager.
- Greets prospective residents, shows community and performs all leasing functions as necessary as defined by Foundation Communities Criteria.
- Handles calls from residents and vendors as delegated.
- Accepts service requests and routes to maintenance; conducts service follow-up with residents.
- Inspects move-outs and vacant units as requested by Community Manager.

Requirements:

Tax Credit experience required. Onesite software experience a plus.

To Apply:

Please send a cover letter, three references, and resume to resumes@foundcom.org. Be sure to include the position or positions for which you are applying in the subject line and body of your email. No phone calls or in-person visits, please. Our seasonal positions pay $14-$16 per hour depending upon a candidate's experience and the position's responsibilities.

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.