



AZRNR – EQUITY ARIZONA REAL ESTATE

Job Title:	Property Management Assistant	Job Category:	Support Staff
Department/Group:	Vacation Rentals	Job Code/ Req#:	PMA1
Location:	Remote	Local Travel Required:	Occasional
Level/Salary Range:	Commission Based	Position Type:	Contract
HR Contact:	Rance Fladeland	Will Train Applicant(s):	Yes

Email Application To: info@aznr.com

Job Description

ROLE AND RESPONSIBILITIES

The Property Manager Assistant supports the daily operations of the property management division by performing administrative tasks, organizing property viewings and handling guest relations. They're also responsible for inspecting property conditions and coordinating maintenance work.

Key aspects of the position include, but are not limited to;

- Preparing and scheduling property viewings, conducting property tours and interviewing prospective tenants.
- Addressing and resolving residents' questions, concerns, and complaints in a timely manner.
- Processing applications, conducting credit checks, and negotiating contracts.
- Inspecting property conditions and coordinating maintenance activities.
- Managing budgets, accounts, rent collections, and tenant notices.
- Creating and distributing marketing materials to attract new tenants.
- Maintaining organized and updated resident files and records.
- Reporting any problems or issues to the property manager.

MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school diploma/GED, Excellent communication skills, both verbal and written. Strong organizational and time management skills. Excellent interpersonal and conflict resolution skills. Proficiency in Microsoft Office. Basic bookkeeping skills. Proficiency in (or ability to learn) vacation rental property management software.

PREFERRED SKILLS

Current Real Estate License or graduate of a recognized real estate school, degree in real estate, property management, business administration or a related field. Working knowledge of (or ability to learn) short term property rental/management regulations. Understanding of marketing and accounting principles.

ADDITIONAL NOTES

Interest in obtaining real estate license highly desirable

Reviewed By:		Date:	
Approved By:	Rance Fladeland	Date:	7/25/2021
Last Updated By:		Date/Time:	