

**JOB TITLE:** Assistant Property Manager

**LOCATION:** Lowell, MA

**JOB SUMMARY:** The Assistant Property Manager will collaborate with the management team on the day to day operations through the coordination of tenant requests and administration of management services.

**PROPERTY MANAGEMENT RESPONSIBILITIES:**

- Assist Property Management in promoting, establishing and maintaining positive relations with the tenants and with the day-to-day operations of the property.
- Monitor work orders to ensure all requests are responded to in a timely manner and follow-up with customers to ensure service requests are completed to their satisfaction.
- Accounts Receivable: Run monthly receivable reports for review and collection. Generate late notices per lease agreements.
- Assist in the preparation of monthly and quarterly financial reports and the preparation of yearly operating budget.
- Maintain monthly rent roll for tenants and coordinate scheduled charges with accounting.
- Process Tenant Billings: Track tenant utility, work order and improvement charges and bill back on monthly basis.
- Coordinate parking and security card access program.
- Assist in tenant move-in/move-outs to include certificates of insurance, signage, move management, closeout and inspection.
- Act as liaison between senior management and clientele to ensure favorable relations.
- Assist in the solicitation of bids and prepare vendor service contracts.
- Lease Administration: Prepare lease abstracts and have a strong understanding of landlord/tenant lease obligations.

**QUALIFICATIONS:**

- Prior experience in commercial real estate management required.
- Associates or Bachelor's degree preferred.
- 3 to 5 years of previous accounting experience preferred.
- Proven customer service and problem-solving skills.
- Excellent written and verbal communication skills.
- Demonstrated ability to determine needs and achieve results without close supervision.
- Demonstrated proficiency with computer programs to include Microsoft Office (Word/Excel).
- Ability to organize and coordinate work efficiently and set priorities.

**QUALIFICATIONS CONT:**

- Ability to work independently and as part of a team.
- Consistently projects professionalism.
- Ability to work under pressure and effectively meet deadlines.
- Ability to communicate effectively and courteously in challenging situations.

**COMPENSATION**

Salary commensurate with experience and includes a company profit sharing program and performance-based bonus.

**BENEFITS**

- Farley White offers an attractive benefits package available immediate upon hire.
- Includes Medical, Dental & Pre-tax Flexible Savings Account.
- Retirement savings program with company match.
- Company paid short & long-term disability, life insurance plan.
- Generous paid time off plan and company holidays.

**ABOUT US**

Farley White Management Company is a Boston based owner of first class commercial real estate operating in Massachusetts, New Hampshire & Florida. The success and growth of the company is reliant upon the talented team of individuals who support and trust in our passion for real estate.

We are seeking an individual who would like to contribute to the real estate investment industry while gaining valuable experience in a dynamic corporate environment.

To apply: [HR@FARLEYWHITE.COM](mailto:HR@FARLEYWHITE.COM)

To learn more visit: [www.farleywhite.com](http://www.farleywhite.com)