



PHILLIPS REAL ESTATE SERVICES

Job Ad: Associate Property Manager (APM)

Are you an experienced Multi-Family Manager with great leadership & organizational skills and are you eager for the opportunity to manage your own portfolio of properties? If so, joining Phillips Real Estate Services as an Associate Property Manager (APM) could be the most important step in your management career.

Phillips Real Estate Services (PRES) is a full-service real estate company serving the greater Seattle area since 1977. We have developed a strong local infrastructure to support our quality fee management services in over 400 properties located throughout the Puget Sound Region. Phillips offers access to the breadth of benefits of a large management firm with the personal approach of a small company in an effort to provide our clients with the highest level of customer service.

Your duties as Associate Property Manager (APM):

- The APM is responsible for the daily operations of a portfolio of communities to ensure that the communities are compliant with Phillips Real Estate Services standards, in addition to local, state and federal regulations including Landlord/Tenant, Fair Housing and employment laws. This individual will work independently and with teammates to manage and resolve all property-level management issues.
- The APM oversees resident screening, hiring, and training and is responsible for the overall daily operations for all property management functions including resident relations, property budgets, reporting, property maintenance, property appearance and condition, collections, and general leasing activities.
- Resident Relations include collecting rents, handling delinquent accounts, coordinating Move-Ins and Move-Outs, handling resident notices and evictions, customer service, handling resident relations, monitoring/enforcing all safety procedures, and promoting/attending various community functions. APM will also address resident concerns including but not limited to: property repairs, neighbor disagreements, renewal agreements, etc.
- APM will provide and implement strategic marketing plans to attract and retain residents. Oversee the leasing staff; show units to prospective residents, process applications/leases, run credit reports. Develop and orchestrate a plan to obtain or exceed budgeted occupancy, revenues and expenses. Monitor lease expiration dates, complete lease renewals and rent increases.

- APM will also understand the operation guidelines established within the Property Management Agreement and will support Phillips' positive company culture for employee and resident retention. Provide daily/weekly/monthly reports as required by Regional Managers in addition to maintain communication with invested parties on status of property.

EXPERIENCE AND TRAINING REQUIREMENTS

- High school diploma or equivalent is required.
- At least 3 years of experience in the property management industry
- Clear understanding of P&L statements, GLs, budgeting, etc.
- Clear understanding of all basic office equipment – fax machine, printer, PC, etc.
- Clear grasp of federal fair housing laws and any applicable local housing provisions.
- Ability to read, write, understand, and communicate in English.
- Proficiency at Microsoft Office Suite and ability to quickly learn other software applications.
- Exceptional customer service abilities and the ability to communicate in a professional manner.
- Ability to prioritize, set, and meet deadlines.
- Occasional travel may be required.
- Washington State Real Estate Brokers License and valid WA Drivers License Required
- This is full time position with medical/dental benefits, 401K and an attractive salary that is based upon your experience.

Physical and Mental Requirements: Ability to lift, push and pull up to a maximum of 40lbs. Hearing and visual ability to observe and detect signs of emergency situation required. Must be able to sit, stand, reach, bend and stoop for extended periods of time. This job description is not an all-inclusive list of functions and tasks. Over the length of employment these functions and tasks may change.

Phillips Real Estate Services in an Equal Opportunity Employer.