

## **Onsite Assistant Property Manager Job Ad – SVMHP**

Vincent's Ministries, LLC is seeking a full-time (40 hours per week) Onsite Assistant Property Manager for its San Vicente Mobile Home Park. This individual will be responsible for assisting with the daily operations of the Park, representing the organization in the handling of complaints, arbitrating disputes, and/or resolving grievances to ensure satisfaction. The Onsite Assistant Property Manager will also develop and maintain a positive and professional relationship with all other employees and Homeowners of San Vicente Mobile Home Park. The Onsite Assistant Property Manager must maintain an exemplary work standard including attendance, work ethic, the timely returning of phone calls, and problem resolution. Responsibilities include processing accounts receivables and accounts payable, accepting and receiving applications, qualifying applicants by checking credit background, previous landlord and other references, verifying income, and reviewing Rental Agreements, Rules and Regulations, Architectural Standards with Homeowners.

### **QUALIFICATIONS**

- Must demonstrate personal identity with and commitment to the Mission and Values of Vincent's Ministries, LLC.
- Excellent organizational, and communication skills. Able to work as member of a team, and in collaborative manner with staff, peers, and supervisor.
- Associates degree preferred or 1 year of experience preferred.
- Knowledge or experience utilizing property management software and information systems, including modems. Yardi experience is desirable.
- Must have excellent computer skills, including Excel and Word.
- Ability to manage multiple assignments and projects independently and simultaneously in an organized fashion. Is conscientious in follow-through in job responsibilities and has the ability to be a self-starter and meet deadlines.
- Maintains high level of confidentiality.
- Must possess excellent interpersonal communication skills and ability to work with all levels of employees, clients, and the public.
- Manner of dress is always professional.

Must pass criminal background and fingerprint check, pre-employment negative TB test, and have a valid California Driver's license with clean DMV record.

Compensation depends on experience. Benefits eligible position after 60 days including health insurance, dental insurance, vision insurance, life insurance, retirement plan, gym stipend, paid time off (PTO), education reimbursement, and paid holidays.

Please submit a cover letter and resume by responding through this Job Ad,

**NO PHONE CALLS PLEASE.**

San Vicente Mobile Home Park is a mobile home park that is exclusively for adults age 55 years and older.