



Assistant Property Manager

NAI Ohio Equities' New Albany Office is searching for an Assistant Property Manager to work alongside the Senior Property Manager.

Responsibilities include, but not limited to the following:

- Ability to learn new software easily with instruction and support tools
- Ability to prioritize projects and strong problem solving and organizational skills
- Ability to supervise office staff, make decisions with accountability
- Assume management responsibilities during the absence of the Senior Manager
- Attend Quarterly Board Meetings & Annual Homeowner Meetings which occur outside of normal work hours
- Take meeting notes and type meeting minutes
- Become familiar with Architecture Review (ARC) submissions and handling builder and architect inquiries regarding ARC and construction site guidelines.
- Budgets, requesting proposals and various research projects
- Documentation preparation for professional presentation
- Generate various reports for committees and trustees
- Handling homeowner & Commercial tenant inquiries and Residential communications
- Manage and configure compliance, ARC reviews, communication software and SharePoint
- Oversight of invoice processing, meeting schedules and bill tracking
- Preparing, printing and assembling board meeting packets
- Validating/Checking electric sub-metering billing to Commercial tenants
- Community and building site inspections (operable vehicle)

Requirements:

- Thorough attention to detail is an absolute requirement
- Excellent communication skills – written and verbal
- Must be beyond proficient with Microsoft Word, Excel & Outlook