

# B-G&G Management, LLC

*Experience Apartment Excellence*

**Dali Place - Degas Manor – Monet Manor – Monet Place – The Pines of Gretna – Pines II**

## **Assistant Property Manager**

### **Description:**

The Assistant Manager fully supports the Property Manager in all functions and is a training ground for promotion into management. The Assistant Manager ensures the efficient operation of the property and is responsible for a significant portion of the on-site collections, posting and deposits of rental payments and evictions of delinquent residents as well as leasing apartments and review existing residents. They also assume responsibility for the property in the Property Managers absence.

Weekends and early evening shifts may be required.

Use of personal vehicle for company business may be required. (Mileage will be reimbursed.)

### **Responsibilities and Qualifications**

Some experience working in property management required. The following responsibilities are expected and skills are preferred:

- Assist the Property Manager in the 1) implementation of community policies in accounting, maintenance, resident relations, management reports, and applications; 2) input data of all work orders; 3) receive rental payments; 4) handle move-ins/-outs & dispositions; 5) upon move outs, walk the units and make the necessary inspections; 6) manage maintenance and administrative staff; 7) process work and ad orders; and 8) lease apartments and complete leases.
- Accounting
- Sales
- Customer service
- Strong computer literacy with MS Word, Excel, E-mail and Internet
- Proficiency in Rentroll software is strongly preferred
- Exceptional organization and time management skills required

*Criminal background investigation and drug screen required*

**Baton Rouge District Office – 763 Monet Drive #103A; Baton Rouge, LA 70806 – 225-923-2797**

**Gretna Office – 112 Homes Street; Gretna, LA 70056-2552 – 504-367-6222**