



An Equal Opportunity Employer

**DIVISION: AyZar Asset Management**  
**POSITION: Assistant Property Manager**

## **JOB DESCRIPTION**

AYZAR INC. is a growing full-service commercial development company in need of an aggressive, technology-savvy Assistant Property Manager, reporting to the Director of Real Estate Operations.

- Employee will assist Director of Real Estate Operations in all aspects of property management:
  - Tenant Satisfaction/Retention – providing quick resolutions to maintenance issues. Providing excellent customer service to existing tenants and maintaining positive relationships. This is key to this role.
  - Rent/Dues Collection – ensuring timely collection of all rents/dues.
  - Property Inspections – performing regular property inspections to ensure cleanliness, safety, and regulation compliance. Assist in implementing programs to correct problems and enhance the property’s value through maintenance and/or capital improvements.
  - Vendor Maintenance – procuring works with outside vendors and in-house staff, and evaluating various bids.
  - Month-End/Year-End Reports – issuing monthly operational reports to Owners/Investors.
  - Rent/Dues Roll – maintaining accurate and current rent/dues roll in Yardi.
  - CAM Reconciliation – assisting with YE CAM reconciliation.
  - Budget Preparation – assisting in the preparation of annual operating budgets.

## **QUALIFICATIONS**

### **Required:**

- 2 years combined experience in commercial property management
- Minimum AA degree
- Familiarity with property management software
- Effective organizational, leadership and communication skills
- Tech-savvy

### **Preferred:**

- Proficiency with Yardi Property Management Software
- Real estate license
- Bachelor’s degree in business, real estate, finance, or comparable degree

**SALARY:** Negotiable