

# Assistant Property Manager

United Human Resources – Minneapolis-St Paul, MN



## **What we're looking for:**

United Human Resources (UHR) is partnering with an established Property Management Group to fill an Assistant Property Manager position. This position is responsible for providing support to the Property Manager for the day-to-day operations at the residential property. Must be knowledgeable of property operations and functions in order to ensure a productive and professional work environment.

## **If you have:**

- 1-2 years' experience as an Assistant Manager for a residential property
- OR minimum of 3 years' office experience and basic knowledge of HUD
- AND excellent communication skills, team-oriented outlook, and proficiency in basic computer functions Word and Excel

## **We want you to:**

- Make appointments, show apartments, take applications and complete verification of applications
- Complete paperwork for move-ins, prepare and send notice of lease expiration and recertification
- Create and issue rent increase letters, lease renewals, re-certifications, move-out letters, vouchers for invoicing payments
- Perform other duties as assigned by management

## **Who we are:**

United Human Resources is a recruiting agency that takes pride in hiring more than temporary solutions; we are looking to match you with your next career by establishing a relationship with you and our clients.

*United Human Resources never charges candidates anything for applying to or accepting a position that we offer.*

**If you think you may be a good fit, apply with UHR today  
by filling out our online application!**