



## Assistant Property Manager – Walnut Creek

### **Job description**

Due to rapid growth—with imminent acquisitions and new constructions in northern New Jersey, the Philadelphia suburbs, and the East Bay Area of California—we are looking for A+ players to join our winning team.

We are a brand that commits to its team members. If you are a driven professional who embraces our values and promotes and drives our standards of excellence, you will achieve success and grow within our organization.

An AVE community is not your typical rental community. We specialize in flexible-stay accommodations that offer a unique lifestyle for business travelers, chic renters, and those whose life is in transition. We offer fully furnished corporate suites and unfurnished rental residences with unparalleled business and resort amenities and Resident Services.

### **What is an Assistant Property Manager at AVE?**

The Assistant Property Manager holds a variety of important responsibilities at the community including administrative duties, delivering exceptional guest services, assisting with leasing and sales efforts and more.

This team member is responsible for the following key tasks, including but not limited to: preparation of accurate invoices for new and existing corporate clients to ensure timely remittance of payment; processing all receipts daily including rent payments, credit card charges, and ACH payments; maintaining accurate resident rent ledgers and personal information; processing new applications and setting up and executing new leases; processing and negotiating lease renewals; processing accounts payable; monitoring the financial operation and achieving budgeted NOI; enforcing property rules and regulations; maintaining accuracy of all resident and vendor files; and actively participating in furnished and unfurnished leasing activities (including walking the sales path, touring prospects and closing leases).

### **Job Requirements**

The ideal candidate for the Assistant Property Manager role will possess management experience in the hospitality, travel, relocation or multifamily industry (however, this is not required). Knowledge of Yardi: Voyager/PAYscan/Portal, YieldStar, Oscar and Microsoft Office is a plus. This team member must be customer service and sales oriented. He/she must be committed to maintaining the property, upholding AVE brand standards, and delivering an unparalleled and hassle-free resident experience. This team member must have strong multi-tasking and time management skills, be organized and detail oriented, and have a desire to go above and beyond for prospects, residents and clients at all times.

**About us**

AVE is not your typical rental community. We specialize in fully furnished suites for extended-stay business travelers and individuals in transition whether they are relocating, renovating their home, in between homes, or displaced due to a home insurance claim. We also offer luxury apartments for discerning renters who enjoy a lifestyle of comfort and convenience year-round.

AVE is a division of Korman Communities. For more than 100 years, our fourth-generation, family-owned-and-operated company has been providing seamless living, exceptional service, and unprecedented amenities at our sophisticated communities. We recognize our most important asset is our team members. We provide the opportunity to achieve success and excel within our continuously expanding company. We commit to team members who embrace our values and promote our reputation for excellence.

**The Perks**

- A competitive salary plus incentive package.
- A comprehensive benefits package including PTO, medical, vision, dental, and 401k.
- A fun, positive work environment.
- Growth opportunities. We're growing and you'll grow with us, if you prove to be a valuable member of our team.

Please feel free to submit your resume directly to [averesumes@aveliving.com](mailto:averesumes@aveliving.com) for further review and consideration for this position. For other questions regarding available career opportunities with AVE, please contact Director of Talent Acquisition, Jamie Capodiferro at [jcapodiferro@aveliving.com](mailto:jcapodiferro@aveliving.com) or 610-389-1698.

Visit our website at [www.aveliving.com](http://www.aveliving.com).