

ASSISTANT PROPERTY MANAGER CHECKLIST

- Assist Property Manager by monitoring and coordinating daily operations and projects.
- Research and resolve non-routine tenant issues, e.g. building access, insurance issues and vendor issues, including directing Tenant Administrator and Building Services Coordinator to address these issues, communicating with tenants and vendors, and recommending resolution for more complex issues to the Property Manager.
- Monitor and direct the work of Tenant Administrator and Building Service Coordinator staff including providing information and training, responding to questions, resolving issues and ensuring completion of tasks within established timeframes.
- Monitor and coordinate the accounts receivable and accounts payable processes to meet established goals including directing the work of Tenant Administrator and Building Service Coordinator staff, and resolving non-routine issues with tenants and vendors.
- Coordinate assigned vendor relationships, e.g. janitorial, landscaping, including regular contact to identify and resolve issues, managing service levels to meet contract specifications, and participating in and documenting walk-through.
- Complete and/or participate in formal and informal property inspections and compliance audits. Ensure documentation and resolution of issues as assigned by Property Manager.
- As directed by Property Manager, distribute security and life safety plans to all tenants and ensure training and fire drills are conducted according to prevailing code.
- Participate in contract bidding, vendor selection and contract negotiation process for assigned vendors by gathering and researching data, coordinating activities, participating in the bid qualification process, and preparing and editing documents using established templates.
- Manage smaller construction and special projects including ensuring that deliverables are met within established timeframes and budget, coordinating implementation with tenants, vendors, Construction Management staff, and others, and setting up construction jobs, budgets and contracts.
- Participate in the preparation of the annual budget and complete assigned deliverables under the direction of the Property Manager.
- Participate in meetings, respond to information requests and perform routine Property Manager functions in the Property Manager's absence or under the direction of the Property Manager.
- Communicate and follow through with vendors and tenants to ensure compliance with insurance requirements including interpretation of requirements as needed, providing oversight to staff tracking insurance compliance, monitoring tracking, and surfacing issues and exceptions to Property Manager.

- May coordinate the tenant move-in process and move-out process including orientating new tenants to property management office staff, services and procedures, meeting and coordinating with vendors, arranging for building access, and ensuring compliance with insurance requirements.
- Identify and recommend to Property Manager opportunities to reduce operating expense and/or generate additional income.
- May participate in business group project teams or taskforces.