



## Assistant Account Manager

### We are...

- o A family-owned Chicago property management firm with more than 60 Northside neighborhood communities and over 2300 units.
- o Long-term owners with a hyper-local pulse on the community's values, needs and dreams.
- o Dedicated to fostering the diversity, integrity, beauty and vitality of our neighborhoods by continuously investing in our buildings and improving residents' homes and lives.
- o Fueled by the notion that neighborhoods require both sustaining and investing in for the sake of their prosperity and longevity.
- o Looking for an on-site Assistant Account Manager to join our established Accounting Team.

### You will...

- o Share building account responsibilities with the other Assistant Account Managers such as entering late fees, recording payments, processing notices, and notating accounts.
- o Maintain resident records and keep account information up to date.
- o Advise residents of necessary actions and strategies for debt repayment.
- o Begin and manage eviction processes when needed.
- o Liaise with rental assistance program representatives and caseworkers. .
- o Have expert-level communication skills, both internally and externally.
- o Manage multi-line phone and intercom systems and in-person visitors.
- o Be able to diffuse tense situations and resolve tenant requests when needed while keeping supervisor apprised of any needed escalations.
- o Unit inspections as needed to assist Management and Service.
- o Other projects from supervisor as needed.

### You should...

- o Have at least 3-years experience in a professional office.
- o Have at least 1-year supervisory experience as direct manager.
- o Prior experience of 1+ years in Property Management a plus!
- o Spanish fluency a plus!
- o Have significant computer skills and troubleshooting abilities.
- o Have excellent telephone skills.
- o Have a high school diploma or equivalent.
- o Be available on some Saturdays.

### We offer...

- o Competitive hourly pay, commensurate with experience.
- o 40 hours guaranteed per week, with no overtime.
- o Full benefits and 401K after 90 days of employment.
- o 5 days paid vacation and 5 PTO days after 1 year of employment.
- o 6 paid holidays per year.
- o Free lunch Fridays and birthday cake!

**Submit your cover letter + resume in PDF form to [jdiaz@becovic.com](mailto:jdiaz@becovic.com) with the subject line "APPLY: Assistant Account Manager". Applications submitted without following these submission instructions will not be considered so take this opportunity to shine!**