



PROPERTY MANAGER ASSISTANT POSITION

WHY VALCOR?

Valcor Commercial Real Estate is a San Antonio based leasing and property management firm. We are a dynamic, entrepreneurial company built on the core values of Stewardship, Grit and Thankfulness. Valcor has an exciting family-based culture that is fun, intentional, hardworking, innovative, relational, intelligent, and focused. Our team has a generous spirit and is involved in local and international charities. Valcor is deeply committed to the personal and professional success of our team members, clients, and vendors.

JOB SUMMARY

The Property Manager Assistant will be responsible for assisting with the day-to-day administration and implementation of policies, procedures, and programs to assure a well-managed and profitable commercial property for the owner and tenants. The Property Manager Assistant is responsible for administrative functions associated with the Property Management Team including bookkeeping and may require acting as a liaison for certain property related issues.

JOB DESCRIPTION

- Promptly and regularly assist Property Managers and Accountant with their associated duties as requested
- Collect and maintain full compliance per lease requirements of tenants' and vendors' insurance certificates
- Prepare and mail correspondence, while maintaining records of all correspondence
- Scanning, saving, and filing of property management and accounting records
- Property inspections including photographing
- Answer incoming calls and greet guests
- Maintain current records of all property, tenant, and vendor contacts
- Data entry as required in AppFolio and Excel
- Receiving and distributing mail to property managers and accountant
- Scanning, saving, and mailing of payables
- Recording and Depositing of rent collections
- Maintains a system of organized electronic records per the company's protocol
- Assists in the preparing of monthly financial reports
- Assist with scheduled maintenance and maintenance requests
- Must present a neat, professional and positive image at all times
- Superior communication and organizational skills required
- Ability to multi-task in a fast paced environment and be detail oriented with procedures and paperwork
- Must be able to work well in a team environment
- Maintain property management reimbursements

SKILLS REQUIRED

- Must be proficient in Microsoft Office (Word, Outlook, Excel)
- Must have applicable work experience
- Excellent written and verbal communication skills