

Ferland Corporation is a leading New England real estate investment and property management firm located in Rhode Island. The Company was formed in 1945 and is headquartered in Pawtucket, RI. We own and manage approximately 3,000 affordable and market rate apartment units and have a variety of opportunities in Rhode Island if you are interested in property management, leasing, maintenance, construction, finance.

Job Title:

Assistant Property Manager

Under the supervision of the Senior Property Manager and Property Manager, the Assistant Property Manager deals with the day to day interaction with the residents and prospective residents. The Assistant Property Manager must maintain a high quality of customer service and professionalism.

Essential duties and responsibilities include the following but this list is not all inclusive.

- Open office, check and respond to messages and inquiries from residents.
- Promptly submits all invoices to supervisor for payment as soon they are presented and returns same to accounting or property management.
- Is responsible for minimizing downtime for vacant units and coordination with vendors to prepare unit to market ready condition in a timely manner, as directed by supervisor.
- Walk the property and open the apartments that are ready to show.
- Perform leasing duties, including showing vacant units to prospective residents and explaining occupancy terms.
- Respond to questions and resolve issues from residents and/or former residents and escalate issue to next level of management when needed.
- Take work orders from resident, adhere to preventive maintenance schedule, inspection schedule and ensure completed on a timely basis.
- Prepare delinquency report including the service of pay or quit notices as approved by the supervisor, wait lists, employment income verification and re-certifications.
- Sustains understanding and knowledge of applicable laws, current operating policies and procedures, community rules and regulations, all leases, rental agreements and other operating documents.
- Assists in maintain the current posting of all license, permits, notices, utility permits, occupancy permits, and other information as required by Federal, State, or Local Jurisdiction.

- Maintain accurate records. Update on a daily basis all rents, deposits, and application fees received by residents. Issue appropriate notices when necessary (i.e. late payment, eviction notices, returned checks, memos).
- Collect rental payments, deposits and other fees.
- Responsible for ensuring that all personnel in all departments operate within OSHA standards and company safety policies.
- Ensures that a site employee is carrying the cell phone at all times, and responds to night emergencies as needed, utilizing the Call Duty List and calling order.
- Operate office equipment, must be proficient in Real Estate software, Excel and Word

Required Education and/or Experience:

- Bachelor's Degree preferred and/or equivalent experience. Experience in property management, real estate a plus.

Position Type/Hours of Work:

- Full Time. Days and hours worked are Monday through Friday, 8:00 am to 4:30 pm. Occasional Saturdays.

Certificates, Licenses, Registration

- Valid driver's license

Travel:

- Local travel required

We offer a competitive benefits package!

Medical; Dental; Vision; Holidays; Paid Time Off; 401K with matching contribution; Life Insurance; Education Benefits.

Interested candidates should email their resume to mcrowley@ferlandmgt.com