**Assistant Property Manager**

Property management company located in Van Buren Township, Michigan.

Job Responsibilities:

* Communicate with tenants regarding property-related issues.
* Address tenant questions, concerns, and complaints in a timely manner.
* Invoice processing
* Coordinate with vendors to arrange for landscaping, snow removal, trash removal, pest control, and other services.
* Inspect property conditions
* Manage work orders
* Coordinate tenant events

Qualifications/Skill:

* Excellent communication and interpersonal skills.
* Strong customer service skills.
* Skilled in time management and the ability to prioritize tasks.
* Excellent critical thinking and problem-solving skills
* Skilled in Microsoft office.