



DESCRIPTION

Job Title: Assistant Community Manager

Company Description

As one of the fastest-growing real estate and construction companies in the Upper Midwest, Doran Companies prides itself on our quality of work, our dedication to clients, and our breadth of experience. Whether it is a historic renovation, a large-scale shopping center, or a modern multi-family apartment building, our standard for excellence never wavers. Through hard work, integrity and dedication to clients we have created repeat customers, been recognized numerous times, and developed strong relationships with communities in which we work.

Doran Companies is proud of our award-winning tradition and our reputation as a company that brings highly skilled and passionate team members to our development and construction projects. Many of our projects have won awards in construction and design, and in 2015, Doran Companies was selected as a Top Workplace by the Star Tribune and Doran Construction was recognized by the Minnesota Construction Association as General Contractor of the Year.

Position Description

Doran Companies has a great opportunity for an **Assistant Community Manager** to lead our team at the **610 West**, located at 6705 Oak Grove Pkwy in **Brooklyn Park, MN**. If you have demonstrated leadership skills, superior sales/marketing skills, fantastic financial abilities and a commitment to provide quality service for your residents, please apply! The ideal candidate will have previous experience as an assistant manager in the multi-family industry & preferably lease up experience on new developments. Doran Companies offers competitive salary and benefits.

Doran Companies is looking for a smart, savvy and personable leader to apply for our Assistant Community Manager position. If that description sounds like you, come join Team Doran in this vital position. Keen intelligence and business smarts are required for the position's main aim: producing the highest possible net operating income of the community under your supervision. Your varied responsibilities include implementing cost-control and revenue improvement programs as well as developing annual operating budgets and sales and marketing plans. Your enthusiasm, leadership and managerial skills are essential for motivating, supervising and training your staff with group sessions to keep members up-to-date on the latest advancements. You'll also stay abreast of trends in your market by understanding demographics and competition as you implement your brilliant strategies to make your Doran property the hottest and most profitable community in town.

Essential Job Duties and Responsibilities:

Marketing/Leasing

- Assist in ensuring property is rented to fullest capacity.
- Report on and stay current on market trends to make effective strategy and pricing recommendations to the corporate team.
- Assist with managing an effective leasing team in outreach and employer relationship building efforts within the community.
- Utilize marketing strategies to secure prospective residents.
- Confirm that leasing staff techniques are effective in obtaining closing.

Financial

- Must demonstrate the ability to understand financial goals and assist in formulation of budgets.
- Actively maintain and report monthly variances and narratives.
- Ensures that all rents are collected when due and posted in a timely manner. Makes sure that all bank deposits are made immediately and deposits are reported to the corporate office.
- Generate necessary legal action, documents and process in accordance with State and Company guidelines.
- Provide constant vendor/contractor communications concerning scheduling, billing, vendor relations and certificates of insurance.
- Ensure that A/P invoices are submitted to the corporate office for payment, handle petty cash and all funds.

Administrative

- Confirm all leases and corresponding paperwork are completed and input to software system accurately and on a timely basis.
- Ensure current resident files are properly maintained.
- Ensure all administrative paperwork is accurate, complete and submitted on a timely basis.

Resident Relations

- Resolve resident concerns and requests on timely basis to ensure resident satisfaction with management.
- Develop and/or implement resident retention programs (i.e. resident functions, special promotions, monthly newsletters, etc.).
- Ensure distribution of all company or community-issued notices (i.e. bad weather, emergency, etc.).
- Consistently implement policies of the community.
- Complies with all Federal and Local Fair Housing regulations and ordinances

Maintenance

- Maintain community appearance and ensure repairs are noted and completed on timely basis. This requires regular community inspections and tours.
- Assure quality and quantity of market ready apartments.
- Ensure that models and market ready apartments are walked daily and communicate any service related needs to maintenance.

Safety

- Learn and ensure compliance with all company, local, state and federal safety rules.
- Ensure that unsafe conditions are corrected in a timely manner.
- Report all liability and community incidents to the corporate office immediately. Ensure that all workers' compensations claims are reported and proper paperwork is completed.

Personnel Management

- Assist Community Manager with Hiring, training, motivating and supervising all on-site staff to achieve operational goals of assigned community. This includes employee training, ongoing formal and informal performance evaluation, review and approval of timesheets, instructing and advising on-site staff of employee procedures and guidelines.

Job Requirements

SKILLS AND ABILITIES:

- Previous experience as an assistant community manager.
- Computer knowledge MS Word, Excel, and Outlook.
- Ability to act independently and make decisions.
- Must have previous experience working with budgets/financials.
- Excellent verbal and written communication skills.
- Available to work weekends when needed.
- Yardi property management system operations is a plus.
- High school diploma required.
- Previous lease up experience is preferred.

EXCELLENT BENEFITS FOR FULL TIME EMPLOYEES INCLUDE:

- Paid time off
- Rent discount
- Medical, dental, & vision insurance offered
- Life, disability insurance
- 401(k) Savings Plan

Doran Companies is an Equal Opportunity Employer