

CURRENT OPENING:



RESIDENT MANAGER

THE ORGANIZATION

Reliant Asset Management Solutions is a non-profit organization formed to further the mission of operating and sustaining a variety of affordable housing options throughout the Inland Empire. Services offered include providing full service property management, physical inspections and consulting services related to affordable housing units and other related services.

POSITION SUMMARY

Under the direction of the Regional Property Manager, performs a variety of on-site services for Reliant Asset Management Solutions market and affordable rate units including, but not limited to, light maintenance, rent collection, coordination of resident activities, cleaning up laundry area; walks property regularly to monitor overall appearance and reports issues to Manager as needed.

Property consists of 21 units and is located in San Bernardino.

KEY RESPONSIBILITIES

- Provides office support at on-site management office by collecting rents at assigned site. Processes and deposits rent as assigned. Greets the residents and general public in a courteous and professional manner. Available to residents during normal office business hours.
- Monitors conduct of tenants to ensure compliance with house rules, regulations, and lease; enforcement of apartment rules, maintain written records, and report occupancy violations, disturbances and other infractions by tenants and guests. Works with supervisor to ensure timeline recertification requirements (if applicable).
- Coordinates with residents in their assigned area to initiate maintenance requests or provide maintenance to minor problems (if applicable), ensures security lighting is in good condition.
- Monitors performance of outside vendors and informs supervisor of any issues or concerns.
- Assists in preparation and showing of vacant units as requested, including clean-up, light maintenance work and external yard work.
- Shows apartments to prospective residents; assists with move-in orientation including move-in and move-out or other inspections as needed. Maintains awareness of an adequate number of market ready apartments, effectively monitor delinquencies and implement marketing plans as requested.

EXPERIENCE/TRAINING/REQUIREMENTS

High School Diploma or equivalent with 1-3 years previous experience within a Property Management office preferred. Knowledge of Fair Housing and Property management laws a plus. Must have intermediate skills on computer with great customer service skills. Must have clean driving record with ability to obtain auto insurance levels at \$100k/\$300k.

SALARY/BENEFITS

This is a part-time, non-exempt level position paying \$10.50-\$12.00/hr, On-site unit will be provided rent free along with a specified utility allowance. Monthly cell-phone allowance of \$35/mo., auto insurance allowance of \$50/mo.

APPLICATION PROCESS

Interested candidates should apply online at: <https://rams.recruiterbox.com/jobs/fk0mnh7>.

SELECTION PROCESS

At the time of filing, applicants must show clearly that they meet the minimum requirements. Based upon information presented in the resume and cover letter, a limited number of candidates with qualifications most representative of the position will be selected for further consideration.