



JOB TITLE: Assistant Property Manager
DEPARTMENT: Property Management
REPORTS TO: Kevin Hagan
FLSA STATUS: Exempt
DATE PREPARED: August 3, 2010

The Assistant Property Manager supports the organization's mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, personalization, commitment, accountability and ownership.

POSITION SUMMARY

Nashville's Newest World Class Office Tower, The Pinnacle at Symphony Place and Nashville Commercial are looking for a dynamic, person with an aptitude for real estate to join our team. Candidate must be willing to have flexible hours and should possess strong organizational skills. Responsibilities will include but not limited to: tenant, vendor and contractor relations, event planning/coordination, operational coordination and some administrative responsibilities.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or GED is required; Real Estate license is preferred; a minimum of one to two (1-2) years of fast paced business experience required. Prior property management experience is preferred; and/or equivalent education or experience in job related activities is required.

OTHER SKILLS

Ability to speak, hear, see and sit; ability to speak, read and write in English; good problem-solving and interpersonal skills; ability to multi-task, assess priorities and make appropriate decisions; good verbal and written communication skills; excellent customer services skills; proficient in use of Microsoft Word, Excel and Outlook; knowledge of MRI is preferred.

WORK ENVIRONMENT

Position is in an office setting that involves everyday risks or discomforts requiring normal safety precautions.

Contact the IREM office at (615) 889-1944 for more information.