



REGENCY
MANAGEMENT GROUP

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT / ASSISTANT PROPERTY MANAGER

PRIMARY RESPONSIBILITIES: Assist with Management office and Customer Service functions; assist with the Management of associations, properties and/or assigned entities, maintain confidentiality; handle routine customer service functions, answering phones, processing work tickets and word processing.

SKILL REQUIREMENTS: Minimum two (2) years business experience. Administrative Secretary or related experience excellent word processing, organizational and computer skills required. Good inter-personal and phone skills.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Administrative duties including all correspondence and Reports.
2. Assistant Property Manager responsibilities as needed. Duties to include: transcription, typing, scheduling of and attendance at Board Meetings and open meetings, handling calls, processing work tickets, property modification forms, preparing reports, assistance as needed for sites.
3. Handle all Homeowner calls related to assigned properties, when ever possible.
4. Generate and follow up with Violation Letters for assigned properties.
5. Maintain Homeowner and Tenant Lists for assigned properties.
6. Generate and maintain work tickets and report for assigned properties.

7. Update meeting schedule and send reminder notices.
8. Coordinate information for board packets; Agenda, Correspondence Report, Work Ticket Report, Manager and Regional Manager Reports
Month-end delinquencies - to be mailed with packet;
Bills To Be Paid Packets - to be mailed with packet;
Financial Statement - to be mailed with packet;
Current bills and delinquencies on day of meeting.
Whatever other information is to be included.
9. Filing should be done daily (if it is not possible to do all filing, be sure all Board Correspondence, PM, Board Member and Accounting copies are distributed ASAP).
10. Update Inspection Status Log monthly.
11. Mailing or distribution of Special Notices, Management Memos - coordinate with printer.
12. Prepare Recaps of all Meetings.
13. Open Items List should be generated weekly and priorities set by Manager and Regional Manager.
14. Attend Monthly Board Meetings (night and day)
15. Other duties as directed.