



Assistant Property Manager – Hollister, CA

This is a full-time position at 40 hours per week. The pay is \$25.00 to \$28.00 per hour depending on the candidate's qualifications. Hours are typically scheduled from 9:00 a.m. to 5:30 p.m. with a Monday through Friday work schedule. Housing is not available with the position.

About Us

Alta Real Estate Services provides property management services for a portfolio of multifamily and single-family properties built by Anderson Homes. Alta Real Estate Services is known for managing some of the most desirable rental properties in our communities and providing our residents with a high level of service and convenience.

Job Description

Alta Real Estate Services is seeking an Assistant Property Manager to support the Property Manager and maintenance team in the leasing and management of a recently constructed 136-unit apartment complex located in Hollister, and a portfolio of single-family homes located in Los Banos. The apartments are in the exciting new Santana Ranch development, which features a variety of housing styles, parks, a new K-8 school, and a future commercial site.

Additional responsibilities include the following:

- Assist with the marketing of rental units and schedule showings.
- Show rental units and facilities to prospective tenants, and explain the advantages of our location, quality, and amenities to attain the goal of 100% occupancy.
- Provide prospective tenants with information about rent rates, lease agreements, and rental applications.
- Process applications, screen applicants, obtain landlord references, and ensure lease and community rules receive all signatures.
- Accomplish financial objectives by collecting rents and security deposits.
- Resolve tenant complaints and enforce lease and community rules.
- Assist in resident move-in / move-out procedures and unit inspections.
- Regularly walk the property, note tasks needed, and coordinate repairs with maintenance staff and vendors.
- Maintain and keep current prospects, tenants, vendors, and property information in property management software.
- Participate in weekly team meeting to review priorities for the properties, report on progress, and plan future work.
- Provide outstanding customer service to residents, vendors, and teammates to support the property standards, reputation, and growth of our business.
- Ensure a well-managed, attractive, and maintained community.
- Follow company policies and procedures.
- Perform other duties that may be assigned.



To be considered for this position, applicants will need:

- A minimum of two years of successful residential property management experience and/or administrative experience.
- Ability to maintain a positive, productive relationship with the Alta team, tenants, and vendors.
- To take ownership of assigned duties and use professional judgement to handle requests.
- Ability to empathize with residents while still enforcing community rules and policies.
- Excellent time management and problem-solving skills.
- Demonstrated skills in Microsoft Office including Outlook, Teams, Word, and Excel.
- A valid driver's license and reliable transportation.
- Ability to lift 30+ lbs., stand or sit for extended periods of time, and tour the property.
- Willingness to work weekends and travel to Los Banos properties when necessary to support business needs.

Additional qualifications are a plus, but not required:

- Experience with Appfolio Property Manager software.
- Knowledge of fair housing laws, leasing, and contracts.
- California Certified Residential Manager (CCRM) or Accredited Residential Manager (ARM) Certification.
- College degree.
- Bilingual.

Benefits include paid time off, paid holidays, sick leave, employer contribution toward medical insurance, mileage reimbursement for approved travel, training from an experienced lead property manager, and opportunities for professional development. Interested candidates, please email a cover letter and resume to careers@altareservices.com.

Alta Real Estate Services, Inc. is an Equal Opportunity Employer