

Residential Property Manager Assistant- job post

\$19 - \$24 an hour - Full-time

[Landmark Real Estate Management](#)

455 West Stuart Road, Bellingham, WA 98226

Full job description

Job Type: Full-time

Location: Bellingham, WA

Join Our Team at Landmark Real Estate Management

Are you passionate about problem-solving, fostering positive relationships, and contributing to a collaborative and thriving work environment? Do you pride yourself on your ability to manage multiple tasks with ease, remain proactive under pressure, and deliver exceptional service to tenants and property owners? If so, Landmark Real Estate Management wants to hear from you!

Who We Are

At Landmark Real Estate Management, LLC, we specialize in managing both commercial and residential properties in Whatcom and Skagit Counties. With a stellar reputation for efficiency, innovation, and responsibility, Landmark is one of the region's top property management companies, and we're looking for passionate individuals to help us continue setting the standard for excellence.

Position: Residential Property Manager Assistant

As a **Residential Property Manager Assistant**, you will assist the Property Manager with day-to-day operations, helping to maintain smooth and efficient management of our residential properties. This role is essential in maintaining positive relationships with tenants, contractors, and vendors, as well as ensuring tenant issues are addressed promptly and professionally.

Key Duties and Responsibilities

- Promptly respond to and resolve tenant inquiries and concerns.
- Assist with scheduling and coordinating move-in and move-out inspections.
- Create and manage tenant communication notices and letters.
- Support the tenant application process, including communication and initial screenings.
- Use property management software to track work orders and update tenant information.
- Maintain professional communication with vendors and contractors.
- Assist in the overall management and coordination of property operations.
- Perform additional duties as assigned to support the Property Manager.

Experience and Qualifications

- **1+ years of experience in Residential Property Management** or related field.
- Proficient in Microsoft Office Suite, Outlook, and internet applications.
- Must possess a valid driver's license, reliable transportation, and up-to-date insurance.
- Willing to submit to a criminal background and reference check.

Essential Abilities

- Exceptional attention to detail and organizational skills.
- Problem-solving and conflict resolution skills.
- Excellent written and oral communication abilities.
- Self-motivated with strong time management skills.
- Ability to prioritize and multi-task in a fast-paced environment.

Education/Training

- College degree preferred but will consider candidates with relevant experience.

Benefits

- Competitive pay ranging from **\$19.00 - \$24.00 per hour** (based on experience).
- Medical, Dental, and Vision Insurance.
- Paid holidays and generous vacation packages.
- 401K with company match.
- Mileage reimbursement and cell phone allowance.
- Continued learning tuition assistance.

Physical Requirements

- Ability to perform prolonged sitting, data entry, and occasional lifting of up to 35 lbs.
- This role operates in a clerical, office setting but requires travel to rental properties.

Job Type: Full-time

Pay: \$19.00 - \$24.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Work Location: In person