



9450 Corkscrew Rd, #101 • Estero, Florida 33928  
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**JOB TITLE:** Assistant Property Manager

**JOB STATUS:** Exempt Employee

**REPORTS TO:** Property Manager/Managing Partner

**POSITION OVERVIEW:** The Assistant Property Manager will assist the Property Manager/Managing Partner with the oversight of daily activities of the assigned facilities by ensuring they are efficiently maintained, and reports are updated.

**PRINCIPAL DUTIES:**

- Provide full administrative support including phone support, filing and distribution of correspondence within the TCG team
- Process and fulfill tenant requests for special or extra services
- Assist with correspondence between Property Manager and the tenants
- Track expiration/renewals of certificate of insurance, lease expirations, fire inspections prior to expirations. Maintain up-to-date data base of information
- Maintain and track pre-and-post lease process, including the onboarding/offboarding of tenants
- Assist in lease administration activities, including abstracting leases and support of current database.
- Support special projects as assigned

**KEY SKILLS/REQUIREMENTS:**

- Strong organizational skills
- Work experience in commercial real estate property management preferred but not necessary
- Independently motivated, able to take initiative and act with minimal oversight or direction
- Experience supporting multiple projects/assignments at the same time
- Ability to prioritize and multitask efficiently
- Comfortable with performing some intricate/tedious tasks with a high degree of accuracy
- High levels of confidentiality, tact, and diplomacy
- Service based attitude
- Ability to work with strong personalities
- Reliable and punctual
- Must possess a valid driver's license
- CAM license is a plus