

## **Assistant Community Director**

Under the direction of the Community Director, ensures the efficient operation of the property and assumes responsibility for the property in the Community Director's absence.

### **Skills Required**

Superior-leasing ability; talent and desire to deal with the public on a continuing basis; strong leadership skills; ability to recognize problems and recommend solutions; proficient in on-site computer hardware and software applications; ability to effectively communicate with prospects/residents; physical ability to tour apartments on multiple floors and access varied terrain; ability to work at a fast pace, perform duties under pressure and meet deadlines in a timely manner.

### **Education and Experience Required**

- High School Diploma or its equivalent/some college preferred
- Minimum of one year property management experience/professional certification preferred
- Knowledge of computer operations, to include basic data entry