

**Tonn and Blank Construction**  
**Job Description**  
**Assistant Property Manager**  
**Indianapolis, IN Office**

Classification: Exempt, Full Time  
Supervisor: Vice President of Real Estate

**Overview**

This job description is a general outline of the responsibilities for the position. The goal is to assist in defining the job description of the Assistant Property Manager through the outline of his/her duties, authorities, and responsibilities.

The Assistant Property Manager is tasked with assisting in administrative, financial, and operational management of properties under the control of the organization. This position holder must exercise initiative and discretion in setting priorities to carry out all assignments. The Assistant Property will be held responsible for all aspects related to his or her tasks within their scope of duties.

Tonn and Blank Construction will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Tonn and Blank Construction is an Equal Employment / Affirmative Action Employer.

**Experience/Education/Requirements**

- Bachelor's degree in a related field from an accredited institution
- 3+ years of serving as a Property Administrator, Tenant Service Coordinator, or Assistant Property Manager in Commercial Real Estate
- Successful drug, alcohol, MVR and background checks
- Willing to accept responsibility to acquire specialized training
- Occasion travel required

**Skills and Personal Attributes:**

Skills required:

- Must be able to perform and adapt to a fast-paced work environment
- Excellent verbal and written communication skills
- Strong analytical skills
- Impeccable time management and prioritization skills
- Ability to handle multiple tasks while maintaining attention to detail
- Ability to meet deadlines

- Advanced knowledge in Microsoft Office Applications
- Must be able to support company policies and initiatives

### **Job Description Detail**

Duties will include:

- Assist in the completion of administrative, financial, and operational functions pertaining to properties
- Support the development of property manuals, such as the building rules and regulations, emergency action plan procedures, building standard design manuals, and tenant directories
- Assist in oversight of building operations and management
- Conduct regular inspections of the premises to determine necessary maintenance, alterations, and repairs
- Partner with vendors to facilitate repairs and required work as approved
- Address and resolve tenant questions and concerns in a professional and timely manner
- Analyze and monitor the budget for scheduling of capital improvements, operational items, and tenant alterations that are required
- Conduct regular quality checks of elevator and security call systems to ensure proper functioning and address potential issues
- Schedule building staff/vendors as needed
- Maintain a log of all after hours work and inform all critical parties when vendors are on sight
- Provide relevant insights to Real Estate Manager, Facilities Manager and/or management in evaluating building staff performance
- Escalate critical issues to Real Estate Manager as necessary to achieve satisfactory resolution
- Assist in preparation of annual and long-term budgets and reforecasts
- Interact with property personnel and building ownership
- Attend all required company meetings
- Represent the company in a professional manner
- Comply with all company policies and procedures
- Support the company's safety policy
- Other tasks as assigned