



## Assistant Building Manager

**Reports To:** Building Manager  
**Status:** Non-Exempt, Full-time  
**Housing:** Not applicable

**General Nature & Scope:** The Assistant Building Manager will help to provide services to building residents, facilitate on-site activities, coordinate and initiate maintenance services, lease apartment units, respond to resident and building emergencies and perform light maintenance and custodial duties for SCIDpda managed apartment buildings. He/she will work closely with the building manager to assist with residents, housing applicants and SCIDpda staff to provide excellent housing services to the residents and its community.

### Essential Duties:

- Assist with collecting rent and maintain accurate recordkeeping related to resident accounts, files, and on-site records
- Support and enforce all building rules and regulations; prepare notices, work with Property Manager regarding lease violations and other issues
- Assist under the guidance of the Building Manger to manage the annual tax credit re-certification process
- Promptly respond to resident issues, requests and building emergencies
- Assist with leasing vacant units - show available units, screen prospective residents for eligibility requirements, and respond to housing inquiries
- Assist with move-in and move-out processes; perform/coordinate unit turnovers, including cleaning and light painting; conduct new resident orientations; conduct move-in and move-out inspections
- Work with Maintenance staff to coordinate and initiate maintenance services
- Ensure that the building's units, as well as common areas, outside areas, and offices are kept clean, secure, and in good repair by conducting regular building walk-throughs, perimeter checks, and unit inspections
- Perform other duties as assigned

**Qualifications:** The individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### Knowledge, Skills, and Abilities:

- Ability to speak, read and write English; other language abilities a plus
- Ability to work within a schedule to complete tasks in a self-directed manner
- Customer service oriented and driven by the SCIDpda's mission
- Detail oriented
- Pleasant and positive attitude
- Good organizational skills; ability to prioritize and handle multiple tasks with frequent interruptions and changes in priorities
- Experience working with a culturally and linguistically diverse population
- Knowledge of Landlord/Tenant Law and WHFC Tax Credit occupancy regulations is required
- Basic computer skills; knowledge of MS Word, Excel, Outlook, and Internet

**Education & Experience:** High school education. Any combination of experience and training that would likely to provide the ability to carry out the essential duties and required knowledge; skills and abilities will be considered.

**Licenses or Certificates:** None

**Physical Demands/Working Conditions:** The physical demands are representative of those that must be met by an employee in a Building Manager environment to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Work is performed in a resident building environment with a low to medium noise volume
- While performing the duties of this job, the employee is frequently required to read, speak, stand, walk and sit
- Ability to lift at least 40 pounds, work with cleaning products and paint
- Frequent contact with residents and applicants
- Exposure to a variety of living conditions

Salary Range: \$23-\$25/hr DOE

Benefit: Medical, Dental, and Vision Insurance

Group Life Insurance;  
Retirement Plan;  
PTO;  
And others

This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

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Employee's Signature

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Date

**SCIDpda Mission:** To preserve, promote and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood.