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Senior Assistant Property Manager

📍 Scottsdale, AZ

🕒 Full-time



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At Artis REIT, we take pride in managing a high-quality portfolio of commercial properties. We're looking for an organized and proactive **Senior Assistant Property Manager** to support our Senior Property Manager in overseeing the daily operations, maintenance, and administration of our properties. If you're a confident communicator with a passion for property management and strong attention to detail, we'd love to hear from you!

What You'll Do:

You'll be an integral part of the Property Management team, helping ensure our buildings run smoothly and our tenants are supported.

Key Responsibilities:

- Monitor tenant activity for lease compliance and support enforcement of building regulations.
- Coordinate updates to tenant welcome packets.
- Assist with property inspections and draft reports, initiating corrective actions as needed.
- Support maintenance and reconditioning of tenant spaces and common areas.
- Assist with vendor selection, contract administration, and performance monitoring.
- Track suite changes to ensure accurate janitorial billing and services.
- Address tenant complaints and service requests promptly and professionally.
- Review daily security reports and ensure follow-up actions are taken.
- Manage tenant move-in/move-out processes to meet company standards.
- Maintain accurate customer files and records.
- Process signage requests and manage building access cards and audits.
- Assist with preparation of reports, tenant communications, and correspondence.
- Support coordination of tenant events and meetings.
- Supervise and mentor the Assistant Property Manager.

What You'll Bring:

- Associate or Bachelor's Degree or equivalent experience in a related field.
- Minimum 2-3 years of commercial property management experience (Industrial and Office required).
- Arizona Real Estate License preferred.
- Proficiency in MS Word, Excel, Outlook; familiarity with Yardi and Angus systems is a plus.
- Strong written and verbal communication skills.
- Detail-oriented with excellent organization and problem-solving abilities.
- Ability to interpret contracts, reports, and property-related documents.
- Proven leadership and supervisory skills.
- Willingness to travel between properties as required.

Why Artis REIT?

We're a collaborative, forward-thinking organization where your contribution makes a difference. We offer competitive compensation, a supportive team environment, and opportunities for professional growth.

Ready to Apply?

If you're ready to build your career in property management with a trusted company, apply now with your resume and a brief cover letter highlighting your skills and experience.

Artis REIT is committed to equity, diversity, and inclusion. Employment decisions are made without regard to race, color, gender, religion, national origin, age, physical or mental disability, sexual orientation, gender identity, genetic factors, or other characteristics protected by law. Accommodations are available on request for candidates taking part in all aspects of the selection process.

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