

Asset Manager Job Description

Duties and Responsibilities:

- Provide professional management for garden-style multifamily assets
- Ensure effective implementation of business plan by working with all levels of professionals in the property management department
- Collaborate with equity partners to develop and manage key relationship
- Recognize and investigate, and communicate issues relating to property level to senior management
- Carry out review and analysis of monthly property level report to make sure annual budget is adhered to
- Review and manage value added strategies and capital improvements, with particular knowledge in the implementation of interior unit renovation plan
- Work with disposition and acquisition teams all through the life of an asset to realize the objective for the investment
- Represent DRA Advisor in the marketplace and develop expertise in the geographies of assets assigned
- Be abreast of current trends concerning the demographics, product supply, economic drivers, and job growth that affect a portfolio and take action on them
- Participate actively in acquiring new assets – ensure due diligence is carried out, including market analysis, financial, environment, and engineering reviews
- Perform other duties and responsibilities that may be considered necessary to be assigned.

Asset Manager Requirements – Skills, Knowledge, and Abilities

- Possess working experience with Revenue Optimization Systems (LRO or Yieldstar)
- Possess five years of experience in the institutional Multifamily sector as a practical asset management specialist

- Possess a Bachelor's degree in Finance or other appropriate course
- Experience developing and managing budgets and carrying out financial modeling
- Self-starter with strong ability to work effectively in a team, as well as strong communication skills (written and verbal)
- Strong ability to think analytically and strategically, and to execute tasks tactically
- Strong ability to work in a fast-paced environment within tight schedules and meet strict deadlines
- Ability to work effectively with all levels of professionals in the organization and achieve team goals
- Expertise in Microsoft Office package, including Outlook, Word and Excel
- Excellent ability to give attention to detail, prioritize and perform multiple tasks together and still achieve accuracy
- Pre-employment test: The hiring process for this position may include an assessment exam to qualify candidates for an interview.