



Assistant Property Manager Field & Office Support

At Profound Properties, LLC, we are more than a property management company. We are a systems-driven, service-focused team committed to consistency, accountability, and high standards. As our portfolio and remote operations continue to grow, we are seeking a **Local Assistant Property Manager** to support the physical, field-based, and procedural needs of our business. This role is designed for someone who thrives on structure, follow-through, and execution, and who enjoys a mix of office work and field responsibilities.

Position: Assistant Property Manager – Local Operations

Compensation: \$22-25 per hour, DOE

Benefits: PTO, paid holidays (6), 401K.

Employment Type: Full-time, 40 hours per week.

Location: Beaverton office, with frequent local field work throughout the metro area

Our Culture:

- **Collaborative Team:** We operate as a coordinated team with clear roles and expectations. This position works closely with remote staff, coordinators, and leadership to ensure nothing falls through the cracks.
- **Process-Driven:** We believe consistency comes from documented systems. This role operates almost entirely within established SOPs and checklists.
- **Commitment to Excellence:** We take pride in professional presentation, accurate documentation, and proactive problem prevention.

Key Responsibilities:

As the Local Assistant Property Manager, you will support daily operations through a combination of office presence, field execution, and administrative processing. This role does not make policy decisions, but ensures policies and procedures are carried out correctly.

Office Operations and Mail Handling:

- Report to the office each morning to:
 - Check mailbox and rent dropbox
 - Receive, scan, and distribute mail and deliveries
 - Track rent and other tenant payments received
- Scan and route all incoming mail to appropriate team members
- Print, mail, and post notices prepared by remote staff
- Track and order office supplies, including coffee, water, and general consumables
- Maintain general office readiness during assigned office hours

Field Operations and Property Support

- Prepare and deliver leasing kits to properties
- Ensure properties are properly set up for showings and presentation
- Drop off key packets and welcome gifts for upcoming move-ins
- Capture full pre-move-in photo documentation as assigned
- Perform lockbox setup, key runs, and occasional lockout support
- Run local operational errands as needed



Inspections and Property Oversight

- Perform scheduled annual safety inspections in tenant-occupied homes, including identifying lease violations, safety concerns, and maintenance issues
- Process inspection reports by:
 - Sending completed reports to property owners
 - Identifying violations and routing them to the appropriate coordinator
 - Forwarding maintenance issues to the maintenance coordinator
 - Copying the Property Manager on owner communications
- Perform quality control inspections following turnovers to confirm:
 - Work completion
 - No remaining habitability concerns
 - Proper setup prior to leasing
- Conduct exterior walkthroughs of multifamily properties approximately every other week to:
 - Identify visible violations
 - Monitor issues, cleanliness, and general condition
 - Flag concerns for follow-up

Administrative Processing and Follow-Through

- Process inspection results, photos, and reports in company systems
- Ensure documentation is properly filed and routed
- Follow SOPs for reporting, escalation, and task handoff
- Assist with operational projects such as paperless initiatives during lighter field days

Work Structure and Flexibility

- Morning office presence is required to handle mail, payments, and notices
- Field work is typically completed midday and afternoon
- Report processing may be completed at the office or remotely with approval
- Some schedule flexibility is available based on workload and routing efficiency

Qualifications:

- High school diploma or equivalent
- Strong reliability, punctuality, and follow-through
- Comfort with structured processes and checklists
- Comfortable using computers and learning new software platforms
- Clear written and verbal communication skills
- Valid Oregon driver's license with a clean driving record

Experience

- Prior property management experience required
- Experience conducting inspections in occupied units strongly preferred
- Familiarity with lease violations, maintenance coordination, and resident interactions
- Administrative or operational experience within a property management environment

Benefits of Joining Our Team

- Company vehicle provided during work hours for business use
- Clear role expectations and documented processes
- Stable role with clear responsibilities and operational ownership
- Supportive, systems-focused environment

Application Process:

Profound Properties is an Equal Opportunity Employer.

Please email your resume to jude@rentprofound.com