EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Property Manager</td>
<td>17705</td>
<td>01/13/2020</td>
<td>San Jose</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>$16.99 - $18.00 DOE</td>
<td>Monday - Sunday</td>
<td>varies</td>
</tr>
</tbody>
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REQUIRED FOR POSITION
Background Check

REQUIRED EDUCATION
High School Diploma/GED

JOB DESCRIPTION
Pay will vary depending on what city the job is located.

To provide administrative and clerical support to ensure the efficient operation of the department or office.
This position reports to the Community Manager or Assistant Manager.
Key responsibilities of this position include, but are not limited to the following:

- Answering and directing phone calls
- Taking and distributing messages
- Organizing and scheduling appointments
- Handling inquiries and incoming work requests
- Reviewing files and incoming work requests for information
- Checking and distributing documents and correspondence
- Receiving, sorting and distributing incoming mail
- Maintaining filing systems
- Photocopying, scanning and faxing
- Sending emails
- Typing documents and correspondence
- Checking and entering data
- Keeping office area neat and tidy

3 TO 5 KEY SKILL SETS REQUIRED
Knowledge Skills and Abilities for Leasing Consultant:

- Exceptional customer service skills
- Ability to communicate effectively both in writing and verbally
- Basic computer knowledge including Microsoft Word, Outlook, Excel and exposure to social media
- Ability to work day, weekend, and evening hours as required
- Be able to submit to drug screens upon request
- Pass background check