

Job Title: Assistant Virtual Property Manager

Location: Prishtina, Kosovo

Company Overview:

Spaxel is a leading owner, operator, and developer of multifamily housing, committed to providing high-quality living experiences for residents. Our centralized property management team supports on-site operations across a portfolio of multifamily residential properties, ensuring efficiency and operational excellence.

Position Summary:

We are seeking an **Assistant Virtual Property Manager** to join our centralized property management team working on our Third-Party Client business. This role supports on-site property managers by handling a wide range of administrative and operational tasks. The ideal candidate is highly organized, an excellent communicator, operationally minded, and a proactive self-starter. Previous property management experience is preferred but not required.

Key Responsibilities:

- Assist on-site property management teams with daily administrative tasks.
 - Respond to resident inquiries via email, phone, and online portals in a professional and timely manner.
 - Process lease applications, renewals, and move-in/move-out documentation.
 - Manage work order requests, coordinate with maintenance teams, and follow up on service requests.
 - Prepare and send notices to residents regarding community updates, lease terms, or payment reminders.
 - Monitor and track rent payments, assist with delinquencies, and generate financial reports as needed.
 - Maintain accurate records of leases, resident interactions, and compliance documentation.
 - Support marketing and leasing efforts by managing online listings, scheduling virtual tours, and handling prospect inquiries.
 - Coordinate vendor communications, contract management, and invoicing.
 - Assist in reporting and data entry for property performance metrics.
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Qualifications & Skills:

- **Excellent English communication skills** (both written and verbal) are a must.
 - Strong organizational skills with the ability to manage multiple tasks simultaneously.
 - Detail-oriented and highly efficient in administrative work.
 - Proactive and self-motivated with a problem-solving mindset.
 - Ability to work independently and collaborate with remote teams.
 - Familiarity with property management software (Yardi, RealPage, AppFolio, or similar) is a plus but not required.
 - Basic knowledge of property management operations is beneficial.
 - Proficiency in Microsoft Office Suite (Excel, Word, Outlook) and Google Workspace.
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What We Offer

- **Professional Growth:** Opportunities for learning, growth, and career advancement within an expanding real estate company.
- **Work Environment:** Be part of a dynamic, forward-thinking team with a global impact.
- **Compensation:** Competitive salary package, commensurate with experience
- **Contract:** In accordance with Kosovo Labor Law
- **Office Location:** Prishtina
- **Schedule:** Monday-Thursday from 2:30 PM to 11:00 PM, with remote work on Fridays from 12:30 PM to 9:00 PM.

If you are a highly organized, ambitious, and detail-oriented individual looking to kickstart or grow your career in property management, we encourage you to apply!

How to Apply:

To apply, please complete the application by filling out the [Recruitment Application Form](#). If you have any questions, feel free to reach out to us at careers@spaxel.com.

Only shortlisted candidates will be contacted.

Deadline: 20.10.2025

