

Property Manager

Oversee the daily operations of multiple properties.

Ensure that all properties are well-maintained and in compliance with local, state, and federal regulations

Handle tenant inquiries, complaints, and requests in a timely and professional manner

Conduct property inspections to identify maintenance needs and ensure safety standards are met

Manage lease agreements, including tenant screenings, lease signings, and renewals

Coordinate with maintenance staff and contractors to schedule repairs and maintenance tasks

Collect rent payments and manage financial records for each property

Prepare monthly financial reports for property owners or management company

Experience

Minimum of 3 years of experience in property management or a related field

Strong knowledge of administrative processes and procedures

Familiarity with Fair Housing regulations and landlord/tenant laws

Experience working with LIHTC (Low-Income Housing Tax Credit) properties and Section 8 housing programs is preferred

Experience with MRI Lindsey Software a plus

Must be a strong team player with good communication and people skills and the ability to solve problems, manage time and set priorities.

Must be detail-oriented, flexible, and well organized.

Must have a working knowledge of computers, finance, management, and marketing.

Must have Experience using property management software (highly preferred).

Must be capable of preparing and analyzing budgets/financial forecasts and working within a budget.

CAM or other property management certification preferred.

Must be able to work independently with little or no supervision.

Sales and negotiation skills to attract new tenants and negotiate lease agreements

Understanding of real estate administrative tasks, such as property marketing and tenant screening

Please note that this is not an exhaustive list of duties or skills required for the position. The successful candidate may be required to perform additional tasks as needed.

If you have the necessary experience and skills to excel in this role, we invite you to apply. We offer competitive compensation packages, including benefits such as health insurance, retirement plans, and paid time off. Join our team of dedicated professionals and contribute to the success of our properties.

Job Type: Full-time

Pay: \$65,000.00 - \$70,000.00 per year