

Job Title: Property Manager
Directly Reports to: Regional Manager
FLSA Status: Exempt
Property Name:
Location:

MAJOR GOALS AND RESPONSIBILITIES:

Responsible for the total on-site operations of the assigned Community

- Adhering to the Community's annual budget
- Hiring, training, evaluating, motivating, and supervising all on-site Associates
- All on-site leasing responsibilities
- All on-site accounting functions
- The physical condition and maintenance of the Community
- Upholding all Company policies
- Promote and uphold the Company values related to customer service

ESSENTIAL ACTIVITIES:

- Prepare an annual operating budget, collect all possible income, and control all expenses within the guidelines of the budget
- Grow the market rents at your Community in excess of the competition
- Review and analyze monthly statements and report any variance
- Complete market surveys and maintain a current knowledge of the local market
- Responsible for all advertising and promotional activities
- Present lease and lease renewals at the highest possible rental rates
- Provide superior customer service
- Continually inspect the Community and implement an ongoing maintenance and improvement plan
- Forward all government notices/letters to Corporate Accounting Department immediately
- Develop and supervise an ongoing training program for all on-site Associates
- Thorough knowledge of the on-site computer systems
- All other duties as may be assigned from time to time

QUALIFICATIONS

- Knowledge of the real estate industry

- Prior experience as Property Manager 2+ years
- Prior Yardi experience required
- Intermediate Excel skills and knowledge of MS Office required
- Strong commitment to Company goals and values
- Self-starter, self-motivator, leader, trainer, organizer and planner
- Above par communication and listening skills
- Be committed to the success of each Associate as a member of the team
- Excellent people skills
- Excellent marketing skills
- College degree preferred, not required

Physical Demands and Working Conditions:

The physical demands of the job described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to stand and walk for prolonged periods of time. Requires the ability to handle a variety of office equipment, control knobs, switches, cords, papers, etc.

While performing the duties of this job, the employee works in both an indoor and outdoor environment and is exposed to adverse weather conditions.

Work Schedule:

This is an Exempt position minimum of 40 hours per week. Manager may be called upon to solve emergency problems at any time. Professional association and educational activities may demand extra time and travel.

Equal Opportunity Employer

NOTHING IN THIS JOB DESCRIPTION RESTRICTS MANAGEMENT'S RIGHT TO ASSIGN OR REASSIGN DUTIES OR RESPONSIBILITIES AT ANY TIME.

I have read and understand the job description and requirements as outlined above:

Signature