



JOB DESCRIPTION

Property Manager - Multifamily

General Description

The Property Manager reports to the Regional Property Manager, Property Operations and is responsible for operational activities associated with the Company's objectives of creating value through the development, ownership and operation of remarkable assets.

General Areas of Responsibility

- Continuously strive to provide the highest level of quality and service to our owners and clients.
- Successfully execute the property management policy and procedures related to the development, day to day execution and ownership of real estate.
- Make recommendations to the Regional Property Manager regarding new ideas and procedures to streamline operations.
- Manage and grow the profitability of each asset via rent collections and expense management.
- Work on multiple projects, with varying priority levels, and meeting the agreed upon objectives.
- Assist and work closely with the other groups to facilitate the successful execution of company and asset objectives.

Focus Areas of Responsibility

- Oversee the onsite operations of a Class A market rate project.
- Lead and direct property management team that includes; leasing, financial operations/collections, building engineers and maintenance team.
- Create and execute the marketing and leasing objectives for the asset.
- Competitively bid service contracts and monitor performance.
- Prepare monthly variance and accounts receivable explanations for reporting to ownership.
- Maintain an annual budget within 5% of anticipated net operating budget.
- Collect rent in a timely fashion.
- Maintain a 90% average occupancy rate on a stabilized property. Develop resident retention ideas to meet this goal while staying within the boundaries of the budget. The Property Manager must be able to forecast problems in all phases of property management and implement solutions at least 45 to 60 days in advance.
- Work closely with Assistant Property Manager to ensure delinquency rent is maintained to a minimum and ensure that all legal evictions are filed in accordance with state statutes. Ensure all evictions are filed in a timely manner on or before the 10th of each month.
- Compile annual budget and reforecast information.
- Review and code invoices.
- Administer a Customer Service approach to work orders and resident satisfaction.
- Submit property inspection reports on a bi-annual basis.
- Other duties as required.

Qualifications and Skills

- Bachelor's degree preferred from an accredited institution in Management, Finance or Economics. Industry designation and Training.
- Minimum of 5+ years practical experience in multifamily real estate preferable in market rate Class A product.
- Experience in corporate headquarters environment.
- Client service-oriented attitude.
- Excellent verbal and written communication skills.
- Strong organizational and prioritization skills.
- Advanced computer skills.
- Tenant construction and capital project experience.
- Strong work ethic.
- Knowledge of MS Office (Word, Excel, PowerPoint and Outlook). Multifamily Software applications. (Yardi preferred)

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Language Skills:

- Effective written and oral communication skills essential including strong spelling, editing, proofreading, punctuation and grammar skills.

Other Skills and Abilities:

- Ability to manage all information with the highest degree of confidentiality.
- Ability to manage multiple priorities in a fast-paced, deadline-oriented environment.
- Ability to follow written and oral instructions.
- Exceptional follow-through skills.
- Fiscally responsible and uses reasoned judgment.
- Ability to plan ahead and think "outside the box".

Reasoning Ability

- Ability to think analytically, define problems, collect data, establish facts, and draw valid conclusions.