Property Manager

Job location

Insert location

Job type

Insert job type: Full-time, etc.

Salary

Insert salary Range

We are looking forward to welcoming our next Property Manager. You will utilize your expertise in property management to oversee and manage the day-to-day operations of our properties. We believe that your skills will ensure that all properties are maintained to the highest standards, meeting every specification and regulatory requirement. Collaborating closely with a diverse team of maintenance staff, contractors, and tenants, you will play a pivotal role in ensuring the smooth operation and profitability of our properties.

(Insert size of portfolio, building types, how many tenants, how many units (if residential), locations of buildings)

Responsibilities

Tenant Management:
- Screen and select tenants, handle tenant turnover.
- Liaise with tenants for accounting and accounts receivable.
- Address tenant complaints and issues.

Financial Management:
- Set, collect, and adjust rental rates, ensure timely rent collection.
- Analyze financial statements and prepare reports.
- Manage the annual budget process for all buildings.
- Maintain financial records and ensure regulatory compliance.

Property Maintenance:
- Coordinate maintenance and repairs.
- Direct maintenance staff and contractors.
- Conduct property inspections.

Compliance:
- Ensure properties comply with local laws and regulations.
- Review rent, tax assessments, and insurance policies.

Required Skills and Qualifications

3+ years of experience in property management or a related role.

Strong organizational, communication, and problem-solving skills.

Proficiency in property management software (e.g., Yardi, AppFolio).

Knowledge of property management principles, practices, and regulations.

Relevant certifications (e.g., CPM) preferred.

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