

Highlights

Starting Date: Immediate

Hours per Week: Full-time

Compensation: \$75k to \$78k

Benefits:

- Health, dental, and vision insurance
- 401(k) with company match
- Paid time off and holidays
- Training and career development opportunities
- Education and enrichment reimbursement
- Employee housing discount

Qualifications

- The general administration and maintenance of the physical site; to direct and guide all personnel and resources.
- Maintaining the property in good physical condition with a stabilized fiscal operation.
- Responsible for work performed by all staff members under his/her direction.
- Prepare and manage annual operating and reserve budgets.
- Perform verbal and written evaluations of employees.
- Oversee and/or prepare and process of all rental agreements and related forms.
- Continually inspect property, recording deficiencies and taking the necessary action within budgetary allocations.
- Prepare monthly reports as requested by corporate office.
- Oversees and ensures the proper collection of rents and handling of all delinquent accounts.
- Oversee property operations and maintenance.
- Coordinate and manage on-site projects including renovation or rehab if necessary.
- Interface with tenants.
- Coordinate maintenance inspections with facilities staff and ensure work orders are processed in a timely manner.
- Solicit proposals for special projects and supervise third party vendors and service companies.
- Oversee and implement effective marketing programs.
- Flexible hours/days-respond to after-hours emergencies.
- Other duties, as required.

Job Description

- Complete maintenance work orders efficiently and professionally
- Support the upkeep of the property's grounds, amenities, and common areas
- Assist with unit turns, following the turnover checklist
- Perform minor repairs and basic maintenance on equipment and appliances
- Ensure all property equipment is in working condition
- Maintain awareness of equipment locations and property layout
- Identify and report hazardous or unsafe conditions to the supervisor
- Address after-hours and weekend emergency maintenance calls, as needed
- Follow all safety protocols and maintain a professional appearance and demeanor
- Complete routine cleaning and inventory-related tasks
- Perform other duties as assigned

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