

Business Manager

Vilara - Laguna Niguel, CA

vilaraliving.com    

Highlights

Starting Date: ASAP

Hours/Week: Full-time

Compensation: \$78,000- \$85,000

Benefits

- Begin after 30 days
- Vision, Medical, Dental
- 401K +Employer Match up to 5%
- Significant onsite rent discount
- Monthly and annual bonuses

Qualifications and Skills

Minimum Qualifications

- Minimum of 2 years of experience in a multifamily property management leadership role
- Proven ability to manage property operations, financial performance, and resident satisfaction
- Strong understanding of leasing practices, Fair Housing laws, and maintenance workflows
- Excellent communication, leadership, and organizational skills
- Strong leadership and communication skills to guide staff, support residents, and coordinate with teams and vendors
- Analytical skills for evaluating financial reports, occupancy trends, and operational metrics
- Exceptional organizational abilities to manage leasing activity, maintenance schedules, budgets, and community initiatives simultaneously
- Proficiency in property management software and operational tools
- Problem-solving and conflict resolution skills for addressing resident concerns and operational challenges

Preferred Qualifications

- Experience with property management software (e.g., Yardi, RealPage, CRM)
- Previous management experience in communities with 150+ units
- Familiarity with budgeting, financial reporting, and capital project oversight

Responsibilities

- Oversee daily operations of a 299-unit community to ensure smooth performance and high resident satisfaction
- Develop and implement leasing and retention strategies to maintain strong occupancy
- Prepare and oversee budgets, financial reports, and forecasts to maintain fiscal responsibility
- Lead, mentor, and evaluate team members to foster a high-performance work environment
- Coordinate with maintenance teams to ensure timely work order completion, preventative maintenance, and unit readiness
- Manage vendor relationships, contract negotiations, and compliance
- Ensure adherence to Fair Housing laws, safety protocols, and company standards

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