

### Highlights

**Starting Date:** Immediate

**Hours per Week:** Full-time

**Compensation:**

\$65-68,000 / year plus bonuses

#### Benefits:

- Health, dental, and vision insurance
- 401(k) with company match
- Paid time off and holidays
- Ongoing training and professional development
- Education and enrichment reimbursement
- Employee housing discount
- Quarterly bonus program

### Qualifications

- Minimum 3 years of apartment property management experience required
- At least two years of higher education or equivalent work experience
- Strong leadership, team management, and conflict resolution skills
- Highly organized with a proactive problem-solving approach
- Excellent written and verbal communication abilities
- Proficient in Microsoft Office; experience with Yardi CRM or similar property management software preferred
- Valid driver's license and access to a vehicle preferred
- Bilingual a plus

### Job Description

- Oversee all day-to-day operations of the property, including administration, leasing, maintenance coordination, and resident relations
- Direct and support on-site team members; manage hiring, training, scheduling, and performance evaluations
- Prepare and manage annual operating and reserve budgets; monitor expenses and financial performance
- Ensure proper collection of rents, management of delinquent accounts, and accurate handling of resident files
- Conduct regular property inspections; identify and address maintenance needs within budget parameters
- Oversee all lease paperwork, rental agreements, renewals, and compliance-related documentation
- Lead or support property renovation and capital improvement projects, coordinating with vendors as needed
- Solicit bids for major repairs or projects and manage third-party contractors
- Coordinate with maintenance staff to ensure timely resolution of work orders and completion of preventative maintenance
- Collaborate with marketing team or vendors to implement effective outreach strategies and maintain occupancy goals
- Prepare timely weekly/monthly operational reports for corporate leadership
- Maintain a strong customer service approach when working with residents, vendors, and team members
- Respond to after-hours emergencies as needed
- Perform other duties as assigned

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