

Business Manager

The James | San Jose, CA

jamesliving.com    

Highlights

Starting Date: ASAP

Hours per Week: Full-time + Occasional Weekends *As needed for emergencies, residents events and coverage if needed.

Compensation: \$80k Annually

Benefits:

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

Qualifications

- Minimum of 2 years of experience in 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. Preferably experience with property management software (e.g., Yardi, RealPage, CRM)
- Preferably Previous management experience in communities with 150+units Familiarity with budgeting, financial reporting, and capital project oversights.
- Strong leadership and communications skills daily to guide staff, support residents, and coordinate with internal teams and vendors.
- Analytical skills are essential for evaluation financial reports, occupancy trends, and operational metrics to make data driven decisions.
- Exceptional organizational abilities help manage leasing activity, maintenance schedules, budget tasks and community initiative simultaneously.
- Proficiency and operational efficiency.
- Problem solving and conflict resolution skills are critical for addressing resident concerns, operational challenges, and opportunities for improvement within the community.

Job Description

Responsible for all phases of the operation of a property, including, but not limited to:

- Oversee daily operations of 190-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 completions, preventative maintenance, and unit readiness.
- Manage vendor relationship, contract negotiations, and compliance a positive community environment.
- Ensure adherence to Fair Housing laws, safety protocols, and company standards.

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