

Business Manager

Vilara | Laguna Niguel, CA

vilaraliving.com    

Highlights

Starting Date: ASAP

Hours per Week: 40

Compensation: \$70k-\$75k* Annually

*Based on Experience

Benefits:

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

Qualifications

- A minimum of 3 years apartment management experience.
- Flexible hours/days-respond to after-hours emergencies.
- At least two years of higher education.
- Self-motivated with strong organizational and problem-solving skills.
- Team and goal-oriented.
- Demonstrates ability to resolve conflict in a calm and professional manner.
- Outstanding written and oral communications, and interpersonal skills.
- Proficient in MS Word and Excel and Yardi.
- Valid DL and car preferred.
- Bilingual a plus.

Job Description

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

- 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.
- 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.

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