

Business Manager

Barclay Village Apartments | Oregon City, OR
barclayvillageapts.com  

Highlights

Starting Date: As soon as possible

Hours per Week: Full-time

Compensation: \$26-\$29/hr

Benefits:

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

Qualifications

- Requires previous experience in maintenance and some construction knowledge.
- Possesses solid negotiating skills and ability to multitask.
- Demonstrates ability to resolve conflict in a calm and professional manner.
- Exhibits sound judgment and swift decision-making skills.
- Excellent verbal and written communication skills.
- Aptitude with computers, internet and ability to master new systems is a must.
- Ability to work in a fast-paced environment.
- Accuracy, attention to detail, and follow-through are required.
- High School diploma or GED required.
- Must be willing to work flexible hours/ days/weekends.

Job Description

- Maintaining the property's overall physical condition.
- Supervision/coordination of our in-house staff and outside vendors.
- Manages service/maintenance employees including scheduling, hiring, and terminations.
- Responds to the intake of all work orders in a professional and timely manner.
- Review's scope of work that needs to be completed, assigns the request to the appropriate service provider and follows through on completion of work.
- Addresses emergency work orders after hours and on weekends, as necessary.
- Sources and negotiates pricing with outside service providers.
- Manages maintenance and repair expenses in an efficient and cost-effective manner.
- Adheres to company policies and federal regulations.
- Maintenance/upkeep of common areas, building exteriors, unit interiors, and grounds.
- Vacant unit preparation.
- Report and document property damage, resident incidents, and liability issues.
- Other duties as required.

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