**Property Manager**

Position Summary:

The Property Manager is fully accountable for all day-to-day property operations, overseeing and enhancing the value of the property. The Property Manager trains, supervises, and motivates on-site office personnel.

Job Responsibilities:

* Assists Regional Director in maintaining the physical asset and maximizing the financial returns from that asset in accordance with the owners’ objectives.
* Prepares and/or implements procedures and systems within company guidelines to ensure orderly and efficient workflow.
* Ensures proper response and handling of all community emergencies with staff, residents, buildings, etc. within company guidelines to minimize liabilities.
* Must have the ability to understand financial goals and operate the asset in the owners’ best interest in accordance with policies & procedures.
* Prepares annual budgets and income projections in a timely and accurate manner.
* Generates necessary legal action, documents, and processes in accordance with State and Company guidelines.
* Provides constant vendor/contractor communications concerning scheduling, billing, vendor relations and certificates of insurance.
* Ensures that A/P invoices are submitted to the corporate office for payment
* Continually monitors and analyses traffic logs, conversion ratios, budget guidelines, renewal information and marketing data.
* Ensures efficiency of staff through ongoing training, instruction, counselling, and leadership.
* Ensures all administrative processes involving personnel are handled on a timely basis (i.e., performance evaluations, salary reviews, time sheets, change of status forms, etc.).
* Coordinates maintenance schedule and assignments with Maintenance Supervisor.
* Other duties as assigned

Qualifications:

* YOU MUST have a minimum of three years of experience working on a large property or multi-site experience.
* Must be a strong team player with good communication and people skills and ability to solve problems, manage time and set priorities.
* Must be detail oriented, flexible, and well organized.
* Must have a working knowledge of computers, finance, management, and marketing.
* CAM or other property management certification preferred.
* Must be able to work independently with little or no supervision
* Dependability is a must
* Must have personal, reliable transportation to get to work to support property needs.
* Must pass criminal background check and drug screen.
* Must have valid driver’s license with clear Motor Vehicle Record.

Our total rewards package includes the choice of 3 medical plans, a dental plan, a vision plan, short term & long-term disability, and supplemental life insurance to also include AFLAC insurance. 401(k) company matches 100% of the first 3% and 50% up to 2%. Paid Time Off (PTO) of 16 days (prorated the first year), along with 9 Company paid holidays.

Equal Opportunity Employer & Drug free Workplace