

## **Property Manager**

This is a Full-Time position. Weekends required

Hours: Monday-Friday 9 am- 6pm. Saturday 9 am-5pm. Sunday 12 am-5pm

### **KEY DUTIES**

- Responsible for managing the day-to-day operations of the property
- Perform all aspects of apartment sales from initial contact to showing an apartment to closing and follow up
- Prepare and execute leases in accordance with property standards and regulations.
- Process Resident files including (but not limited to): applications, leases, Resident correspondence, lease renewal files
- Physically inspect community on a daily basis
- Handle Resident inquiries promptly and courteously
- Problem-solving skills to find effective solutions for a variety of potential issues
- Build and manage a strong team
- Motivate and hold accountable leasing team

### **REQUIRED SKILLS**

- Valid Driver's license and reliable private transportation
- Career oriented and highly motivated to succeed
- Efficient communication skills and high degree of professionalism, both written and verbal
- Organization and the ability to multi-task and prioritize efficiently
- Basic computer skills
- Motivation for sales
- Provide proficient and continuous learning and development to team
- Ability to multi-task in high stress situations

### **PREFERRED QUALIFICATIONS**

- Working knowledge of Equal Housing Opportunities and the willingness to accept continuous training as needed
- At least two years of business/Leasing experience
- Experience using Yardi Voyager
- Prior Management or sales experience
- High School diploma or equivalent

### **BENEFITS**

- Insurance
  - Health Insurance

- Dental Insurance
- Vision Insurance
- Life Insurance
- Short and Long Term Disability
- Accident Insurance

(Some voluntary benefits are employee paid.)

- 401k
  - Generous 401k matching
- Paid Time Off
  - Paid personal time and holidays
  - Vacation days
- Bonus Program
  - Competitive new move in commissions in addition to hourly pay (leasing staff)
  - Generous resident renewal bonus pay (leasing and maintenance staff)
- Apartment Discount
  - Eligibility for apartment housing discount after 90 days starting at 25%, max 50%  
(Gardens of Canal Court and Lockefield Gardens have different discount program.)

Send us your resume at [hr@sextonproperties.com](mailto:hr@sextonproperties.com)