



The Sexton Companies

JOB DESCRIPTION

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| POSITION TITLE: | PROPERTY MANAGER |
| POSITION REPORTS TO: | AREA VICE PRESIDENT |
| DEPARTMENT: | PROPERTY MANAGEMENT |
| SUPERVISORY RESPONSIBILITY: | LEASING PROFESSIONALS, MAINTENANCE SUPERVISOR, OTHER MAINTENANCE PERSONNEL AND COURTESY OFFICERS |

JOB SUMMARY:

The Property Manager oversees the apartment community's operations, and financial performance. Leads leasing, resident relations, collections, and property maintenance, while also ensuring compliance with laws. Key duties include marketing of the community to prospective residents and resident retention. The property manager handles resident complaints, oversees maintenance supervision and administration of maintenance functions. Conducts property inspections. Perform tasks by following company standards regarding vendors, approvals and financial guidelines.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

Resident Management and Acquisition

Responds to resident inquiries and complaints, coordinates move-ins and move-outs and manages lease renewals. Performs leasing functions as needed.

Lease Administration:

Process rental applications while maintaining privacy and professionalism based on company processes and policy.

Prepare, review, and execute lease agreements and all associated documents in compliance with Fair Housing laws and company policies.

Collect application & holding fees, security deposits, and initial rent payments at the approved time.

Coordinate and oversee the move-in process for new residents.

Resident Relations:

Maintain positive relationships with existing residents to encourage renewals and minimize turnover.

Assist with the lease renewal process, address resident questions, complaints, and maintenance requests in a timely and professional manner.

Property Upkeep and Marketing:

Ensures vacant market ready units and model apartments are clean, well-maintained, and ready for showing. Conducts weekly property inspections to ensure safety and maintenance standards are met and curb appeal is maintained at the highest achievable level.

Administrative Duties:

Uses property management software to manage leasing data, and maintain accurate detailed and organized records of prospective and current residents.

Timely completion of reports, renewals, collection of rent, invoices and close outs.

Securely maintain all customer and company documents in a neat and organized manner.

Oversee daily operations and enforce property rules and regulations.

REQUIRED SKILLS AND QUALIFICATIONS:

Experience: Prior experience in property management is preferred. Ability to maintain excellent staff relations and promote teamwork. Self-starter with problem solving skills

Communication: Excellent written and verbal communication skills are essential for interacting with residents and employees.

Organization: Strong time management, multitasking, and attention to detail are crucial for managing appointments and paperwork.

Training: Train and development of teams including, but not limited to, action plans, role and responsibility assignment to achieve goals.

Sales and Marketing: The ability to effectively market the property and promote the community.

Problem-Solving: Proactive approach to handling emergencies, resident issues and maintenance requests.

Financial: Experience with budgeting, rent collection and financial reporting.

Technical skills: Proficiency in Microsoft Word, and or property management software.

Legal knowledge: Strict adherence to and a comprehensive understanding of Fair Housing regulations & privacy laws.

EDUCATIONAL REQUIREMENTS:

A high school diploma or equivalent is required. College degree and/or two to four years of prior property management experience preferred.

PHYSICAL AND WORK REQUIREMENTS:

Ability to work a flexible schedule, which will include some weekends.

Capacity to walk and stand frequently while conducting property tours, inspections and duties.

Other duties deemed as necessary by Owners or Management.

Perform tasks in office, clubhouse, apartments, apartment buildings and on the grounds. Tasks are performed throughout the community in all types of weather.

Reliable transportation.

Employee Signature

Date

M & J Management Corporation

Date