

## Property Manager

**Pay:** From \$75,000.00 per year

### **Job description:**

Property Manager Overview:

- Responsible for managing all aspects of the property including staff, sales, service, procedures, resident satisfaction and high renewal rates, maximum occupancy and fiscal responsibilities, and overall quality of the property.
- Provide exceptional Guest service.
- Mentor sales staff to achieve targeted sales goals & property goals.
- Proactive property management regarding maintenance standards.
- Adherence to company standards for paperwork, resident files, and controlled expenses.
- Full utilization of technical systems to provide up-to-date property sales performance, and reporting

Job skills needed:

- 3+ Years Managing a **Class A** Luxury property is required
- Build relationships with guests, staff, and colleagues
- Be willing to be forward-facing with Guests daily and lead your team by example
- Exceptional oral and written communication skills
- Strong sales skills and ability to coach a sales team
- Ability to achieve goals and hold employees accountable for performance
- Ability to advertise the property using a variety of media and promoting materials
- Demonstrated aptitude in financial and business operations
- Strong attention to detail with an eye for quality and cleanliness
- Possess a strong work ethic and sense of urgency
- Must be able to work occasional weekends and evenings for Resident Events
- Be energetic, outgoing, positive, and professional

Compensation:

Competitive salary plus monthly goal-related bonus

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday
- Weekends & holidays off

Education:

- High school or equivalent (Required)

Experience:

- Class A Property Manager: 3 years (Required)
- Yardi: 1 year (Required)

License/Certification:

- Driver's License (Required)

Work Location: In person