

Property Manager

Forward Management, Inc., an apartment management company and industry leader, has a great opportunity for a full-time multi-site Property Manager to join our team. The candidate would be joining a team of property managers and leasing consultants that are involved in all management aspects of several properties based out of one office. Qualified Property Managers must have outstanding customer service & sales ability and strong verbal & written communication skills. Additionally, candidates must be highly organized and possess strong computer skills. This is a full-time position that offers health and dental benefits, 401K, and paid time off. We offer competitive pay and commission opportunities.

JOB REQUIREMENTS & RESPONSIBILITIES:

Performs leasing, marketing, customer service and administrative duties, to include:

- * Proactively manage sales, outreach, prospecting and lead generation with a primary focus of converting leads into sales
- * Leases and markets vacant and upcoming apartments
- * Completes all leasing paperwork
- * Compiles and processes applications for approval
- * Explains lease and all appropriate addenda to new resident
- * Walks apartments and properties and reports all necessary improvements
- * Assists with resident relations
- * Keys in all fees, deposits, and new lease information
- * Shows apartments to prospective residents
- * Answers rental calls and handles email leads
- * Accepts rental payments
- * Acknowledges and greets all residents as well as prospective residents
- * Performs a needs analysis for prospective residents
- * Provides a professional, positive and engaging experience for prospects while touring the apartment homes and community
- * Takes resident complaints and identifies proper protocol to resolve issues; elevates issues to management, if necessary
- * Completes the renewal letters and notifications
- * Assists in the preparation of marketing material for outreach to include newsletters, market surveys and possible resident activities
- * Regularly conducts, completes and updates marketing surveys to include both telephone and physical shops of competitors as well as weekly traffic reports
- * Analyzes reports and makes recommendations accordingly
- * Other duties as assigned

ADMINISTRATIVE/OPERATIONAL:

- * Process apartment applications and lease renewals by accurately completing all related paper work
- * Complete guest cards and traffic information as needed
- * Create resident files by including all related paperwork and documentation; properly file away in the appropriate location
- * Keep availability log updated on daily basis
- * Enter and distribute work order requests to appropriate maintenance personnel
- * Maintain effective internal controls over operational activities to ensure compliance with best practices and company guidelines
- * Work with maintenance department to ensure apartment turnovers, moves-in, move-outs, and work order requests are completed to company/community standards
- * Conduct walk through of available apartments prior to showing to ensure readiness for showing
- * Visit apartments frequently to ensure readiness for showings
- * Assist new residents with the move-in process

QUALIFICATIONS:

- * Previous property management, leasing and/or sales and customer service experience is strongly preferred
- * Must have excellent written and verbal communications skills
- * Ability to quickly develop rapport with prospective residents
- * Must be a motivated self-starter with the ability to work well in a team setting
- * The ability to handle multiple tasks in a fast paced environment
- * Ability to quickly adapt and change priorities while professionally managing interruptions
- * Must be organized and able to meet assigned deadlines
- * Must pay strong attention to detail, accurately completing required paperwork
- * Proficiency in Microsoft Office products

EDUCATION REQUIREMENT:

- * A high school diploma or equivalent and professional knowledge of business discipline are required.
- * College degree preferred, but not required.

WORK WEEK:

Full-time position Monday through Friday from 8AM to 5PM. Weekends are required at the beginning and end of the month for turnover procedures.

Forward Management, Inc. is an equal opportunity employer. If you are interested in joining our team, please submit your resume to careers@rentfmi.com.