



Property Manager

Summary

Oversees the daily activities of the community including leasing, collections, resident relations, maintenance, general office administration and policy & procedure compliance.

Duties

- **Marketing**
 - Develop and publication of advertisements
 - Recommend pricing and discount strategies, when appropriate
 - Monitor leasing staff effectiveness
 - Monitor competitive market area for patterns and trends affecting rent and occupancy
- **Property Maintenance**
 - Monitor condition of property to provide proactive maintenance services
 - Create, update and review maintenance logs and work volume
 - Determine least cost and best course of action for maintenance activities
 - Coordinate ongoing preventive maintenance service for each apartment every 6 months
 - Monitor equipment and supplies inventories as well as supply chain management
 - Supervise and coordinate vendors including landscapers, turnover services, technicians
 - Assist in securing bids for capital improvements
 - Oversee capital projects
 - Oversee scheduling of services; turnover, maintenance and seasonal duties
 - Provide quality control for physical facility
- **Property Administration**
 - Provide effective resident relations
 - Develop and foster a safe work environment
 - Interact with Cambridge regarding ongoing property administration
 - Administer property in accordance with Cambridge policies as well as Federal and state law
 - Coordinate 7 days per week of administrative, leasing and maintenance staffing
 - Coordinate after hours emergency response system
 - Maintain clear and complete business records
 - Prepare and submit timely reports to Cambridge on an ongoing basis
- **Human Resources Management**
 - Serve as motivational leader
 - Supervise administrative, marketing and maintenance staff
 - Optimize staff levels in accordance with property budget and market standards
 - Complete periodic performance reviews of employees
 - Help develop, implement and monitor incentive compensation programs
 - Monitor compensation trends and provide periodic recommendations to Cambridge
- **Financial Management** (Income, Expenses and Capital Budget)
 - Monitor and manage resident payment practices
 - Operate property within established budget parameters
 - Seek out and utilize best value service providers
 - Optimize the property's financial performance according to market standards
 - Coordinate processing of accounts receivable and payables via Yardi

Qualifications

- Minimum of 2-3 years Property Manager experience, or similar in customer service industry
- Full understanding of property management and the financial aspects
- In depth knowledge of all rules and regulations surrounding property management
- Proficiency in MS Office
- Yardi experience preferred
- Customer focus and bottom line orientation
- Interpersonal savvy with strong communication and presentation skills

- Well organized with excellent time management skills
- Must possess strong attention to detail and sales ability
- Willingness to obtain Fair Housing Certification prior to interacting with residents
- Demonstrate an ability to support and contribute to the team
- Strong verbal, written and interpersonal communication skills
- Competence in operation of personal computer, telephone, calculator, copy and machine
- Must possess a positive attitude and the ability to be positive under all circumstances
- Willing to participate in training to comply with new or existing laws
- Ability to work a flexible schedule, including evenings and weekends
- Present a neat, clean, professional appearance at all times while on the job
- If assignment located in the state on California, on-site living is required.

The above list of job responsibilities is not exhaustive, and you should expect to undertake other tasks that may be reasonably within the scope of this position.

I understand that checking this box and typing my name below is the legally binding equivalent to my handwritten signature.

Employee Name	Signature	Date
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