

Job Description

Title: Property Manager	Department: Property Management
Compensation Type: Salary or Hourly	Reports to: Broker, Owner, President or CEO

Reporting Structure

Primary Function

To provide expert customer service to both the property owner and tenant through the management and complete ownership of the property management process.

Principal Duties/Responsibilities

Manage All Aspects of Property Management Business Processes

- Develop and Bring in New Business Accounts
- Oversee and approve Tenant Applications
- Oversee Lease Signing/Renewals
- Oversee HOA & Crime-Free Violations (*if applicable*)
- Lease Enforcement
- Manage Legal Processes/Evictions - assign to Asst. PM as needed to attend

Oversee & Manage Key Aspects Related to

- Key Management
- Tenant Close-outs
- Owner Cancellations/Close-outs

Leadership

- Develop working relationships with property owners and tenants
- Develop a working network with competitors
- Integrate with internal team

Business Metrics

- Meet/exceed individual and departmental owner retention tasks
- Contribute to Sales Department and Maintenance Department metrics

Actionable/Measurable Verbiage

Education/Experience Requirements

- Possess and maintain a valid real estate license (*required*)
- Strong leadership skills
- Strong critical thinking skills
- Excellent verbal and written communication skills
- Customer service oriented
- Strong negotiation skills
- Ability to multi-task/manage multiple projects
- Understand laws/statutes related to the position

Clause-May Change Based on Business Need

This description is intended as a guide only. The listed duties may be changed at the discretion of the incumbent's supervisor.