

Title: Property Manager
Reports to: District Manager—Residential
Status: Exempt

Rookwood Properties, Inc. has been in the business of developing and managing residential, office, industrial, and retail properties since 1966. Rookwood Properties currently manages 1600+ market apartment units, over 500,000 square feet of office space, 350,000 square feet of retail space and over 1,000,000 square feet of warehouse space, located in the Cincinnati, Northern Kentucky, Louisville, Columbus and Dayton, Ohio area.

A property manager with Rookwood Properties manages all aspects of maintaining an apartment community with high standards. This includes, but is not limited to managing: leasing, resident retention, customer service, staff, and vendors.

Responsibilities:

- Managing all aspects of property including but not limited to staff, residents, customer service, and ensuring maximum occupancy at all times and high renewal rates
- Ensure payment of all monthly rent in accordance with company policy and guidelines
- Oversee tenant move in and move out
- Oversee completion and maintenance of up-to-date resident files and computer records
- Maximize customer service in order to encourage the highest possible renewal rates
- Oversee property budgets and report on expected variances

Requirements:

- Strong proficiency in Microsoft Office required
- Proficiency in Rent Manager software or other property management software a plus
- Two or more years of leasing or sales experience
- Excellent organizational and interpersonal skills required

Benefits:

- Competitive Salary
- Health, Dental, Vision Insurance
- Life Insurance and Supplemental Life
- 401(k) retirement Savings Plan
- Short and Long Term Disability
- Generous Paid Time Off
- 9 Paid Holidays

To learn more about Rookwood Properties, visit our website at www.rookwoodproperties.com. Rookwood Properties is an Equal Opportunity Employer. As a condition of employment, a satisfactory drug test and background check are required.