

Job Title – DISTRICT PROPERTY MANAGER (multi-family)

Reports To:

Director of Multi-family & Acquisitions

Job Summary:

Oversight of operations of multiple properties within a portfolio. Responsible to oversee the Property Managers, Leasing and Service Team in a manner that maximizes employee and property performance to meet owner's objectives.

Direct Reports:

3 to 5 Property Managers

Responsibilities:

- Recruit, hire, train and develop management, leasing and service personnel.
- Maintain personnel files and conduit annual reviews of direct reports; assist in all other personnel compliance.
- Schedule, coordinate and supervise all staff/department activities to ensure proper coverage at all times. Approve payroll submissions.
- Prepare annual budgets and monthly financial reports.
- Develop and implement policies and procedures to maximize operating performance.
- Oversee resident relations to ensure quality customer service is maintained at all times.
- Conduct property visits to ensure quality control, curb appeal and asset preservation.
- Facilitate bids for capital expenditures and services to obtain best pricing. Execute service contracts for third party vendors.
- Report all insurance claims in a timely manner to ownership.
- Conduct period audits of files to ensure adherence to company policies and procedures.
- Approve payables and monitor receivables to ensure properties are operating within budget and company guidelines.
- Develop and implement on-going training program
- Implement effective business and marketing practices to keep vacancies at a minimum. Develop and execute marketing plans as needed.
- Ensure properties are operating within budget guidelines by working with purchasing agent and maintenance coordinator.
- Monitor and enforce delinquency and collection of receivables.
- Coordinate and provide oversight of designer unit renovations.
- Assist ownership and senior managers with meeting company directives as needed.

Qualifications Required:

- College degree preferred
- Minimum of 3 years of property management experience
- Demonstrated ability to develop and lead a complex management and service team
- Previous experience in creating systems and polices
- Proficiency in Microsoft Office and Rent Manager or comparable property management software experience