



JOB DESCRIPTION

Position Title: Property Manager

FLSA Status: Exempt

Reports to: Regional Manager

Effective Date: 2019

Job Summary:

Responsible for overseeing the day-to-day operations of a property. Manages budget, employee relations, resident relations, rent collections and other Property related issues.

Essential Responsibilities:

- Responsible for the day-to-day operating profitability and efficiency of the property within the parameters of the pre-approved annual operating budget and consistent with the Company's policies and directives.
- Input all rents into the MRI in a timely manner. Complete and input all S.O.D.A in a timely manner.
- Oversee the leasing and rent collection of properties and authorize corrective and /or legal action as required to ensure collection. Follow up on all legal action.
- Review financial statement and work with the property on issues and remedies
- Review and oversee contracts and purchases for the property. Approve and process all invoices for payment.
- Assist with marketing approaches and maintain records regarding current advertising methods.
- Visually inspect property both inside and outside. Maintain high physical standard of buildings, grounds and the turnover process.
- Monitor office procedures and organization.
- Assist in ensuring that property housing practices are followed and that all necessary inspection/permits/licenses are correct and up to date.
- Assist in monitoring safety issues.
- Coordinate the purchases/services that can be negotiated on a regional/national basis
- Hire, train and supervise all on-site staff. Ensure that staff is properly trained and supported to enable them to effectively and efficiently perform the duties that are expected of them.
- Evaluate performance of administrative and maintenance staff and recommendations for promotion, salary increased or termination as appropriate.
- Monitor rental activity at the property and be aware of competition recommend adjustment to new rentals, renewal rents and changes in marketing strategies.
- Communicates with residents to ensure that property rules and regulation are followed.
- Ensure that on-site staff is providing excellent customer service to residents and prospective residents.
 - a. Handle all disciplinary actions with proper documentation.
 - b. Turn in commissions to corporate office by the 5th of the month. Review and turn in payroll to the Human Resource Department by the Tuesday before the paycheck date.

- c. Any and all additional requests from management.
- Reports to work the first Saturday of each month for rent collection purposes, or as scheduled.
- Performs other duties as assigned by Management.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Qualifications:

- Educational Requirements:**
 - High School Diploma/GED required
 - College Degree a plus
- Work Experience:**
 - 3 to 5 years of apartment leasing, sales and marketing experience and/or property management experience preferred.
- Additional Qualifications:**
 - Strong analytical skills, organizational and communication skills
 - Detail oriented
- Other Skills and Abilities:**
 - Able to handle multiple tasks and to tract multiple projects
 - Able to be responsive to needs of residents, contractors, employees and other professionals
 - Able to direct and analyze both the physical and fiscal operations of various properties
 - Able to supervise, train, coach, and motivate a large staff of administrative and maintenance personnel
 - Familiarization in the preparation of budgets, accounts payable, accounts receivable, delinquencies, collections and the ability to read and understand financial reporting.
 - Possess quality of leadership and independence as well as being able to work with a team arena.
 - The position should be able to integrate with both peers and corporate personnel.

Nothing contained in this job description for employees of NM Residential is intended to create (nor shall be construed as creating) a contract of employment (expressed or implied) or guarantee employment for a definite or indefinite term.

Employee Acknowledgement:

I hereby acknowledge that I have read and received a copy of this job description. I understand the requirements, essential functions, and duties of the position. I further understand that my employment shall be “at will” at all times, meaning that either NM Residential or I may terminate my employment with or without notice or cause at any time.

Signature: _____

Print Name: _____

Date: _____