



PROPERTY MANAGER JOB DESCRIPTION

Overview: As a Property Manager, you will be responsible for overseeing the operations and maintenance of rental properties. You will ensure properties are well-maintained, financially sound, and compliant with regulations. Your role involves managing tenant relations, coordinating maintenance and repairs, and maximizing profitability.

RESPONSIBILITIES:

Tenant Relations

- Respond promptly to tenant inquiries and concerns.
- Handle leasing inquiries, show vacant units, and process rental applications.
- Enforce lease agreements and address violations.
- Conduct regular inspections of properties and ensure tenant compliance with lease terms.

Financial Management

- Collect rent and other property-related fees.
- Prepare and manage property budgets.
- Monitor and manage expenses within the allotted budget.
- Coordinate with accounting and finance teams to ensure accurate financial reporting.

Property Maintenance

- Coordinate routine maintenance and repairs.
- Oversee contractors and vendors for maintenance and renovations.
- Respond to maintenance emergencies promptly.
- Ensure properties meet health, safety, and building code requirements.



Administrative Tasks

- Maintain accurate records of property management activities.
- Prepare and distribute notices to tenants.
- Manage lease agreements, renewals, and terminations.
- Maintain relationships with property owners and stakeholders.

Legal and Regulatory Compliance

- Stay updated on landlord-tenant laws and regulations.
- Ensure properties comply with local, state, and federal regulations.
- Handle evictions and legal proceedings as necessary.

Marketing and Vacancy Management

- Develop and implement marketing strategies to attract tenants.
- Ensure vacancies are minimized through effective leasing strategies.
- Conduct market research and competitive analysis.

SKILLS AND QUALIFICATIONS:

- Proven experience as a Property Manager or relevant position.
- Knowledge of property management principles and practices.
- Excellent communication and interpersonal skills.
- Strong organizational and time-management abilities.
- Ability to work independently and handle multiple tasks.
- Proficiency in property management software and MS Office.
- Bachelor's degree in Business Administration, Real Estate, or related field (preferred).

**WORKING CONDITIONS:**

- The role may require occasional evening or weekend work.
- Travel between properties within a designated region may be necessary.
- Physical demands include walking properties and occasionally lifting/moving items.