

Property Manager

Experienced apartment manager for Richman Property Services, Inc. community. Able to mentor and develop team, knowledge of Fair Housing Laws; self motivated, energetic & possess strong written & verbal communication skills. If you are professional, accountable, with at least 3 years supervisory experience in the apartment industry, please submit your resume in Word format. Tax credit experience helpful.

As a Property Manager you will have the responsibility of the daily operations of your assigned community with duties including developing team, resident relations, budgeting, accounting, marketing, emphasizing positive response to employee and resident concerns.

Duties will include:

Managing and mentoring leasing and maintenance teams

Establishing work schedules and make ready schedules, observe or review contracted work

Inspection of units for occupancy

Completing monthly operating and occupancy reports - HAP, month-end financial report, monthly package transmittal sheet

Monthly work order summary sheet, payroll reporting, all other monthly report, maintain waiting list.

Budget planning and variance reports

Researching market, shopping comps, establishing marketing plan

Establishing and maintaining exceptional resident relations

Scheduling & managing operations (must have flexibility to work weekends and evenings if needed)

We conduct credit, criminal and drug testing.

Ida Lazar

Human Resources Generalist

Richman Property Services, Inc.

813-262-0402