

Property Manager

We are looking for a prudent property manager to be responsible for the direct management oversight of assigned commercial/residential properties. The goal is to maximize asset value, customer satisfaction and revenue.

Responsibilities

- Manage all aspects of assigned properties
- Inspect and arrange maintenance to meet standards
- Maintain a positive, productive relationship with tenants
- Negotiate lease/contracts with contractors in a timely and reliable manner
- Advertise and market vacant spaces to attract tenants
- Collect receivable accounts and handle operating expenses
- Source and build relationships with prospective clients to expand business opportunities

Skills

- Proven work experience as property manager
- Fully understanding property management and its financial aspects
- In depth knowledge of all rules and regulations surrounding property management
- Competency in MS Office and relevant databases and software
- Well organized with excellent time management skills
- BS degree in related field

Job Type: Full-time

Hire Date July 1, 2021

Please submit any qualifying resumes to nbrown@aydenhousing.com

The Town of Ayden is an EEOC employer and does not discriminate against any qualified applicant