

# Property Management Career: Property Manager

## CAREER DESCRIPTION

Under the direction of the Regional Manager, the Property Manager is responsible for day-to-day operations and maximizing the performance of the property. This role provides exceptional customer service to both residents and prospects in order to increase renewals revenue and overall satisfaction. The Property Manager supervises on-site staff and is responsible for leading, developing and engaging them in order to be successful while minimizing employee turnover. This individual will be strategic in their efforts to increase revenue and provide a Return on Investment (ROI) for the company.

## SKILL SET

- **Communication** (Good written and verbal skills in order to effectively correspond with residents, employees and vendors)
- **Organization** (Maintaining resident records, employee files, etc.)
- **Proficient Computer Skills** (Microsoft Word & Excel, comfortable learning property management software)
- **Financial Understanding** (Able to maintain and analyze budgets, P&L, Accounts Receivable/Accounts Payable)

## PERSONALITY TRAITS

- **Forward-Looking** (Sets goals and envisions the future)
- **Energetic** (Ability to remain active and motivate the team)
- **Engaging** (Cross-training and keeping open communication between departments/associates)

## PREVIOUS JOB EXPERIENCE

- Hotel/Hospitality Management
- Retail Management
- Restaurant Management

## EDUCATION

- High School diploma/GED required
- Associate's or Bachelor's degree desirable

## Property Manager Career Path

Salary Range: \$30,806-\$62,940/yr

