



Position: Property Manager

As a Property Manager, you will:

- Direct the leasing of properties: pre-inspection, advertising, showing property, reviewing applicants, preparation of leases or rental agreements, and the collection of the rents and security deposits.
- Perform periodic property inspections and schedule and verify required maintenance on the property.
- Prepare reports on the status of properties, including occupancy rates and the dates of lease expirations.
- Promote growth and goodwill for the company through daily personal contact with residents, vendors, and other outside individuals and organizations.
- Contract for services as required for property maintenance.
- Participate in the hiring process for your team in coordination with Sunrise corporate.
- Complete necessary documentation for resident complaints, OSHA, workers' compensation, and other required reporting.
- Keep up-to-date on regulations, laws, and municipal dealings.
- Plan and facilitate site meetings.
- Plan for emergencies and the delegation of activities.
- Supervise staff including periodic performance reviews, training, orientation, and the resolution of employee issues.
- Provide oversight of payroll, materials, and equipment.
- Be available for periodic 24-hour on-call duty.
- Perform other duties as assigned by Regional Manager.

Core Values

Honest, adaptable, flexible, professional, ethical, responsible.

Experience

- Bachelor's Degree or two years related property management experience or equivalent combination of education and experience.

As a Property Manager, your skills will include:

- Effectively presenting information and responding to questions from clients, residents, and the public.
- Communicating with people of all ages and backgrounds.
- Managing budgets, maintaining detailed records, and generating accurate reports.
- Knowing how to use standard word processing, database, spreadsheet computer software, and the ability to learn specialized software designed for program implementation.
- Using appropriate telephone etiquette.
- Working independently with limited supervision.
- Effectively communicating instructions to your team.
- The ability to problem solve and prioritize tasks.

Please apply by clicking here: <http://www.sunrisemc.com/careers/>.