

The Lauderhill CRA

Property Manager

Job Description



Description

Under general supervision, the position is responsible for the professional management of all assigned properties and personnel. The position will require flexibility, excellent organization and attention to detail. Primary responsible for maintaining and improving real estate assets as well as monitoring the fiscal performance of the properties.

Examples of Duties

- Conduct regular property inspections and visitations with tenants.
- Provide prompt, professional response and follow through regarding tenant inquiries, problems, and complaints.
- Coordinate move-in for new tenants and move-out inspections for tenants vacating their space.
- Update and maintain property condition reports with respect to roofs, HVAC units, parking lot, etc.
- Obtain bids and manage capital improvement projects.
- Coordinate tenant finish construction with tenant and contractors.
- Supervise contractors and maintenance staff for services and repairs to property.
- Assist with the preparation of rent commencement letters, delivery notices, etc., for new tenants.
- Complete other special projects and duties as assigned.
- Maintain a file of Certificates of Insurance for both tenants and vendors.
- Prepare new vendor contracts and manage renewals.
- Maintain a schedule of service contracts by property.
- Maintain and update a list of preferred vendors in each trade.
- Prepare and manage annual operating budgets.
- Review real estate tax assessments, and coordinate appeals when necessary.
- Manage the recurring manual billings (water, sewer, electric, etc.)
- Coordinate collection efforts of accounts receivable. This will include the preparation of past due statements and correspondence with delinquent tenants.
- Review annual expense reconciliations and handle correspondence with tenants.

Skills and Qualifications

- Customer service and interpersonal skills needed to meet with prospective and current tenants
- Good verbal communication
- Attention to detail to ensure applications are accurate and tenant issues or questions are adequately addressed
- Organization and the ability to multitask efficiently
- Problem-solving to find effective solutions for a variety of potential issues
- Knowledge of rental contracts and property and anti-discrimination laws
- Bachelor's degree in Business Administration, or related field.
- 3 years of experience in property management.