



Residential Property Manager

Pettinaro is currently recruiting for an experienced Residential Property Manager to join our team. Our property managers create the best experience for prospective and future residents, lead on-site teams to reach occupancy goals and develop loyal relationships with our tenants and effectively manage the financial performance of the property.

Responsibilities:

- Manage the day-to-day operations and management of team members.
- Enforce company policies and community rules with consistency and fair practices.
- Maintain stable occupancy and meet budgeted financial goals.
- Meet financial objectives with rent collection, forecasting, annual budget preparation, maintain annual budget, analyze budgets, and needs and initiate corrections.
- Develop resident retention plans.
- Develop marketing strategies to increase traffic.
- Implement strategies to meet monthly revenue goals.
- Prepare reports on property performance, data summaries and trends.
- Monitor rental collections, occupancy rates, move ins and move outs.
- Monitor community appearance and oversee repair needs.
- Investigate / resolve complaints, enforce community rules, inspect vacant units, and request repairs, plan renovations, contract with 3rd party vendors, such as landscaping, pest control and maintenance.
- Build strong resident relations and provide excellent customer service.
- Respond to resident complaints, concerns and requests.
- Supervise, train and mentor on-site team members.

Qualifications:

- 5 years' experience with a residential property management company (apartment rentals) executing similar residential property management responsibilities is required.
- Understanding of basic residential property management terms, principles, and fundamentals

- Working knowledge of operating statements and budgets
- Conflict resolution and management skills
- Customer service driven, both outside the organization and within the organization
- Strong attention to detail, organizational skills, project management skills, financial skills, and time management skills are critically essential to success in this position.
- Able to coordinate and direct maintenance staff to perform on-site duties.
- Positive, professional, respectful, courteous and a “can-do” attitude.

Benefits:

- Medical
- Dental
- Vision
- 401k with company matching.
- Paid Vacation time
- Paid Personal/Sick Days

Candidates must be willing to submit to and pass all pre-employment criminal and drug screening tests as a condition of employment.

Pettinaro is an equal opportunity employer with preference given to Veterans.

Salary will be commensurate with experience.

Benefit Conditions:

- Waiting period may apply