

Looking for an Experienced Property Manager for an apartment community located in the Southwest Suburbs. Responsible for managing the day to day operations in accordance with company policies including but not limited to maintaining lease agreements, rent collections, posting and depositing rent payments, effectively managing monthly lease renewals, scheduling and coordination of move-in's and make-ready's, maintaining and implementing property budget, preparing various weekly/monthly reports, handling of resident complaints/disturbances, handling and preparation of purchase orders and ensuring they are submitted on a timely basis, inspects property on a regular basis, handles building issues as needed and reports any repair or replacement needs to Maintenance Director, works with Maintenance Department to assure that the property is well maintained at all times. Assists with organizing and creating resident functions and newsletters.

#### QUALIFICATIONS:

Experience in Multi-Family Property Management

Strong leasing experience with proven closing skills

Experience in residential apartment marketing and management and knowledge of applicable laws and regulations.

Knowledge of established accounting and bookkeeping practices and procedures

Excellent written and verbal communication skills

Ability to work independently with minimal supervision

Self-starter with ability to multi-task, handle multiple assignments, meet deadlines and adapt to changing priorities

Must interact effectively with all levels of employees and external contacts

Must work well under pressure, exercise good judgment when making decisions and handle stressful situations in a mature, professional manner.

Health & Dental Insurance offered after 90 days. Vacation and Sick days offered as well after 90 days.