

Property Manager

Basic Function

- *Responsible for maintaining the integrity of the physical asset and maximizing the returns from the asset in accordance with the Company's mission, vision, and objectives.*
- *Responsible for training and development of all personnel assigned, either directly or through others.*

Responsibilities:

The activities listed here are not all-inclusive; rather, they indicate the types of activities normally performed by this position.

- *Maintaining the physical asset—*
 - *Supervises employees and contractors.*
 - *Assures adherence to specifications (contractual; operations manual).*
 - *Conducts formal site inspections of building interior and exterior.*
 - *Makes recommendations for physical repairs and/or replacements.*
 - *Ensures observance of safety regulations.*
- *Marketing and leasing—*
 - *Periodically reviews rental applications and lease forms for accuracy and compliance with established policies and procedures.*
- *Rent management—*
 - *Supervises rent collection in accordance with policies and procedures manual.*
 - *Maintains month end receivable balance below \$1,500.00*
 - *Reviews and processes tenant certifications according to Local, State and Federal guidelines in a timely fashion.*
- *Financial reporting and control—*
 - *Reviews annual operating budget*
 - *Reviews all monthly financial reports (aging receivables, payables, variance reports, etc)*
 - *Processes payments (payroll, invoices).*
 - *Requests expenditures in accordance with Company policy and procedures.*
- *Administration—*
 - *Handles and assures that all supervised employees comply with the appropriate policies and procedures.*
 - *Interfaces with outside professionals regarding legal and other matters, as appropriate.*
 - *Ensures property files and records are maintained in compliance according to Local, State and Federal regulations*
 - *Continually improves management and technical skills.*
 - *Spends agreed-upon percentage of time on obtaining market knowledge, community relations, and asset evaluation.*

Qualifications

- *Minimum of five years experience at on-site and supervisory levels.*
- *ARM® Designation preferred*
- *Strong leadership and motivational abilities.*
- *Exceptional communication skills and ability to interact with wide range of people.*
- *Attentive to detail.*

Maribel Concepcion, CPMC, NAHP®
Director of Property Management
National Investments, LTD
1414 Atwood Avenue, Suite 260
Johnston, RI 02919
(401)272-9870, Ext. 139
(401)276-7595 fax
mconcepcion@carpionatogroup.com