



Property Manager

Our culture at Gillespie Group is focused on creating a memorable experience for our residents, tenants, future residents, as well as our entire team. This means YOU!

Reports To: Regional Manager

Supervises: Leasing, Maintenance and Grounds Staff

Compensation: Exempt/Salary

Gillespie Group requires a background and drug screen as a condition of employment. A valid driving license, reliable transportation, and current automobile insurance are required. The position requires individuals to furnish their own vehicle to fulfill all the job's functions.

Core Values:

- **Positive Team Player**
- **Creative Solution Oriented**
- **Industrious**
- **Knowledgeable**
- **Trustworthy**

RESPONSIBILITIES & PROJECTS

- Maintaining the property financial goals
- Controlling cost and meeting budgeted numbers
- Ensuring invoices are submitted in a timely manner
- Completing various reports on the property's condition and financial wellness
- Maintaining occupancy goals for the property
- Hire and Train leasing and maintenance staff
- Planning office schedules and task assignment
- Ability to maintain property appearance
- Administer tours and answer questions for prospective residents
- Attention to resident concerns and overall resident satisfaction for the property
- Implementing and enforcing community policies
- Using marketing strategies to secure prospective residents
- Marketing outreach within nearby community
- Collaborating with maintenance supervisor on projects and maintenance needs
- Leading by example and being a role model for the standards and behaviors consistent with the core values and culture of Gillespie Group.
- Have positive interactions with all customers seeking to always provide a positive outcome.

- Coordinate and direct team members to achieve daily, weekly, monthly, and annual property goals.
- Develop and manage annual budget ensuring financial performance.
- Maintain curb appeal and property standards in accordance with operating budget and capital plans.

QUALIFICATIONS

- 1-5 years of property management experience
- High-school diploma, bachelor's degree a plus
- CAM preferred, but not required
- Ability to effectively communicate with staff and supervisor
- Proficient in Microsoft Office Suite
- Experience with Real Page or related programs a plus
- Highly motivated
- A strong work ethic and willingness to learn
- High energy and positive attitude
- Strong conflict resolution skills
- Professional and polished image
- Self-motivated
- Passion for team development
- Ability to work well in a team setting
- Excellent written and verbal communication skills
- Understanding of sales and marketing concepts

FAIR HOUSING ACT (“FHA”)/ ANTI-DISCRIMINATORY LAWS & ORDINANCES: Under the FHA, state laws and many local ordinances, no individual shall be subjected to discrimination because of race, color, gender, religion, sex, handicap, mental or physical ability, age, sexual preference, familial status or national origin in the sale, rental or advertising of dwellings, in the provision of brokerage services, or in the availability of residential real estate-related transactions. Said another way, fair housing is the right of individuals to obtain housing of their choice without discrimination based upon the above-mentioned categories. The Gillespie Group expects each of its Associates to fully grasp and understand these anti-discriminatory policies and to adhere to these laws and ordinances in situations that are certain to occur in the ordinary course of business that the Gillespie Group provides to its clients. To that end, the Gillespie Group requires each Associate to periodically complete training courses on fair housing, landlord/tenant law and housing subsidy programs. Such training shall be paid for by the Gillespie Group and the Associate shall be compensated for the time either attending such training in person or via online courses.

SIGNATURES:

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____

Job Descriptions are intended to present an illustrative description of the range of duties, the scope of responsibility, and the required level of knowledge, skills, and abilities necessary to describe the primary functions of the job; they are not intended to reflect all duties performed by those assigned to this classification.