



Area Property Manager

At Gillespie Group, we're making big moves – and none of it happens without expertly managed properties. We want you to be a part of a growing entrepreneurial organization and put your passion for organization and property management to work!

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:

- Leadership, Management, Accountability (LMA)
- Maximize NOI
- Pricing strategy to maximize revenue
- Explore cost reduction opportunities, both long term and short-term benefits
- Month end reporting and BVA completion
- Prepare annual budget
- Implement and achieve monthly leasing objectives
- Review daily rent increases in Real Page
- Resolve customer issues
- Maintain positive customer service approach
- Lead on-site office compliance of new policy and procedure rollout
- Lead interviewing, hiring, employee training and development
- Ensure properties meet Best in Class (BIC), this includes maintain curb appeal and property standards in accordance with operating budget and capital improvement plans
- Collaborating with maintenance supervisor on projects and maintenance needs
- Visit all properties in region at least once per week
- Complete quarterly site and file audits
- Keep abreast of any policy or law changes
- Fair Housing Compliance
- Lead staff engagement in Learning Management System (LMS) within Real Page

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- Preparing office schedules and task assignments
- Implement and administer community policies
- Leading by example and being a role model for the standards and behaviors consistent with the core values and culture of Gillespie Group
- Coordinate and direct team members to achieve daily, weekly, monthly, and annual property goals
- Evaluate ways to improve services and facilities, including quality and efficiency

QUALIFICATIONS:

- 2+ years of property management experience
- High-school diploma, bachelor's degree a plus
- Proficient in Microsoft Office Suite
- Experience with Real Page or related programs a plus
- Strong work ethic skills
- High energy and positive attitude
- Strong conflict resolution skills
- Professional and polished image
- Highly organized
- Passion for leading team development
- Excellent written and verbal communication skills
- Understanding of sales and marketing concepts
- Ability to meet deadlines

Minimum Physical Expectations:

- Physical activity that often requires keyboarding, sitting, phone work and/or filing
- Physical activity that often requires extensive time working on a computer
- Physical activity that often requires lifting under 25 lbs
- Physical activity that sometimes requires travel by car
- Physical activity that sometimes requires bending, stooping, reaching climbing, kneeling and/or twisting
- Specific vision abilities required include close vision, depth perception, and the ability to adjust and focus. Must hear and speak well enough to conduct business over the telephone or face to face (in English) for long periods of time.

Minimum Environmental Expectations:

- This position will require working indoors
- This is an In Person role and will report to the office for work
- This position could face very stressful situations from time to time

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

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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.

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