



Property Manager

Finishes Solutions brings together a unique combination of resources under one roof. Our team of experts have a winning track record of excellence in real estate development, construction, remodeling, management, sales, insurance, and finances.

Finishes Solutions, LLC is looking for an experienced **Property Manager** to be responsible for the direct management oversight of assigned residential and commercial properties. An excellent Property Manager typically work to assist tenants with maintenance requests and oversee the process of preparing properties for new tenants. Work closely with Leasing Agents to address tenant issues and rental agreements. Maintain relationships with local landscaping, plumbing or electrical services to coordinate routine or emergency requests from tenants. Responsible for performing inspections after tenants leave to make sure they didn't cause any damage to the property during the time of their lease.

Job Duties and Responsibilities

- Implement marketing initiatives to achieve occupancy goals.
- Manage and control advertising budgets.
- Advertise and fill vacancies.
- Obtain referrals from existing tenants.
- Process applications and follow up with applicants.
- Promote and show properties to prospective tenants.
- Interview, qualify and place tenants.
- Maintain updated availability reports.
- Keep rental at optimum capacity.
- Maintain in-depth knowledge of market conditions.

Administrative

- Negotiate, prepare and enforce leases.
- Complete all required paperwork for new tenants.
- Collect security deposits.
- Ensure the premises is ready for new occupants.
- Maintain all statutory required records.
- Ensure compliance with relevant laws and regulations.
- Enforce terms of rental agreements.

Financial

- Establish appropriate rental rates by conducting market research, determining costs and considering profit goals.
- Prepare and distribute monthly statements.
- Ensure timely payments and collections.
- Minimize rental arrears.
- Coordinate default proceedings.
- Schedule expenditures.
- Check and pay invoices.
- Prepare annual budgets.
- Analyze and correct budget variances.

Finishes

SOLUTIONS LLC.

- Keep accurate and up-to-date financial records.
- Prepare weekly and monthly financial reports.

Tenant/Resident Relations

- Orient new tenants to the property.
- Investigate and resolve resident complaints and concerns in a timely and efficient manner.
- Enforce occupancy policies and procedures.
- Maintain timely communications with residents and tenants.

Maintenance

- Monitor and complete maintenance and repairs timeously and cost-effectively.
- Ensure security of premises and maintain security devices.
- Organize incoming and outgoing inspections and prepare inspection reports.
- Implement preventative maintenance programs.
- Oversee capital improvement projects.
- Negotiate and manage contracts with outside vendors.

Requirements and Skills

- Understanding of financial and accounting principals.
- Understanding of marketing and customer service principles
- Working knowledge of budgets and financial statements..
- Working knowledge of contracts and agreements.
- Working knowledge of building and grounds maintenance.
- Computer proficiency including MS Office and property management software.
- Communication skills.
- Negotiation skills.
- Customer service orientation.
- Planning and organizing.
- Attention to detail.
- Resource management..
- Data collection and management.
- Supervisory skills.