

Community Manager

Full Time Description

Job Objectives: The Community Manager is responsible for profitable and safe operations of individual community or multiple communities as designated by corporate management and supervising all associates designated at your assigned community. A Community Manager is ultimately responsible for the quality, correctness and completion of work at their assigned community. When there is no Assistant Manager and/or Leasing Specialist on staff the Community Manager's duties extend to cover the respective vacant position (Assistant Manager and/or Leasing Specialist).

Compensation: Exempt. Position is not eligible for overtime. Eligible for pre-approved comp-time. Bonuses (based on PPPM bonus plan).

Reports to: General Manager and Regional Manager

Essential Job Functions:

- Manage and verify the work of their team through delegation and accountability while adhering to company policy and procedures;
 - Collection of rents and daily bank deposits, applications, leases, move-outs, deposits, key control and security issues and reports.
- Inspect vacant units to ensure units are ready to rent per company standards and verify completed work orders.
- Schedule resident move-in and move-out activities.
- Hire, train, evaluate, counsel and discipline team members and maintain written records for each person.
- Adhere to yearly/monthly operating budgets by monitoring and managing daily income and expenses.
- Develop and implement marketing and leasing plan for community.
- Shop competition
- Conduct daily, morning staff meetings.
- Make recommendations to general manager to maximize property performance.
- Review and approve/deny rental applications and lease renewals/increases as set forth in approval and renewal guidelines.
- Verify and maintain time cards for onsite team members.
- Responsible for petty cash.
- Ensure that all physical aspects of the community are fully functional, safe, and attractive and that all vacant units are kept ready to rent.
 - Visually inspect grounds, buildings, and apartment units on a daily basis.
- All other tasks as assigned.

Qualifications and Requirements:

- **Skills:**
 - Leadership /Management skills
 - Sales/marketing skills
 - Advanced organizational/administrative
 - Time management skills

- Advanced computer skills (Microsoft Office, online advertising)
- Business mathematical skills (Add, subtract, multiply, and divide whole numbers, fractions, and decimals. Measure lengths and distances. Calculate areas volumes, and weights.)
- Verbal and written communications skills
- Customer service skills
- **Education:** High school diploma required. College degree preferred. Ability to read, write, speak, and understand English.
- **Experience:** 2+ year(s) of property management experience as a manager and/or assistant manager on a property of 100+ homes/units.
- **Licenses:** Valid driver's license and \$50,000 in current car liability insurance.
- **Equipment:** Position requires individuals to furnish their own vehicle to pick up supplies and perform other duties as necessary.
- **Attendance/Schedule:** Regular work schedule for this position is Monday-Friday 8:30 AM to 5 PM. This position requires ability to work any day of the week, any week of the year and to serve on call as necessary. The individual must attend PPPM training classes and meetings as scheduled. Position requires working at and traveling to all PPPM locations as well as overnight stay when applicable (mileage, time and hotel are paid by PPPM when required for work). Work schedules are subject to change.