

Integral Management Company, LLC

Property Manager

Qualifications:

- A mixed portfolio of multiple residential and commercial properties requires a responsible, organized person with good verbal and written communication skills.
- ARM designation and/or a minimum of 2 years' experience preferred.
- You must be a quick learner who is organized, able to multi-task and exercise good judgment.
- Experience with YARDI and Excel preferred and/or similar property management software.

Responsibilities/Duties:

Duties including, but are not limited to:

- All facets of property management, with direct reporting and communications with Senior Management and Ownership.
- Supervision of support personnel and contracted and maintenance service providers and tenant relations.
- Create and monitor work orders for maintenance and repairs by maintenance technicians and contractors. Coordinate property projects and supervision of remodeling and construction.
- Maintain property files, records and tenant information in Yardi; prepare leases, renewal notices and other documentation; perform background checks, landlord verifications and coordinate lease signings.
- Assist with posting and direct collection of monthly rents and assess late fees; report, monitor and collect delinquencies; perform banking functions, prepare deposits and checks.
- Assist with managing accounts payable/receivable functions; assist with processing financial statements and general accounting; assist with maintaining mortgage, insurance, management fees, property tax, prospect log, maintenance and office services bill-back and similar spreadsheets; assist with security deposit settlements.
- Perform office and facility management and monitor and order office and property supplies; perform HR functions and maintain records, general phone and office duties and other functions as may be directed by Ownership.
- Must display a willingness to perform any task or function, with the understanding the position is hands-on and provides the opportunity for a leadership role and accelerated advancement.

This is a growing closely-held real estate investment and property management company located on Prospect Avenue in Milwaukee. There is significant and rapid growth potential for a hard-working, accountable, relationship-oriented person who is disciplined and focused on achieving the highest tenant and owner satisfaction.

For consideration, please include your salary history and expectations with your resume.