

POSITION POSTING

September 23, 2024

PROPERTY MANAGER

- Location:** Kno-Ho-Co-Ashland C.A.C. Lincoln Terrace Apartments – Ashland County
- Status:** Part-Time
- Description:** Responsible for day to day operations of a 40-unit housing complex. Follow housing procedures. Complete the necessary documentation for each applicant and resident file. Deal and communicate well with others.
- Education:** High school diploma or general education degree (GED); must possess basic office and computer skills.
- Response:** Please mail or fax resume or letter of interest to Kno-Ho-Co-Ashland C.A.C. Central Office attention Jenny Collins.

We are looking for an efficient property manager to manage the daily operations of properties and handle tenant relations. The property manager's responsibilities include managing financial matters, coordinating maintenance work, enforcing leases, and preparing performance reports.

To be successful as a property manager you should be able to ensure efficient daily operations. Ultimately, an outstanding property manager should be able to:

- Initiate the client intake process for programs of the agency as needed.
- Provide information on affordable housing.
- Support corporate policies and procedures and ensure that all are followed.
- Deal and communicate well with others.
- Demonstrate appropriate knowledge, skills and abilities.
- Maintain quality standard of work.
- Exhibit positive, cooperative attitude toward work assignments and co-workers.
- Demonstrate ability to manage multiple projects simultaneously.
- Respond promptly and accurately to inquiries.

Benefits: 403(b) retirement plan

Responsibilities:

- Preparing and managing budgets.
- Attracting new tenants through advertising, property viewings, and encouraging referrals.

- Interviewing tenants and running credit checks.
- Setting rental rates, negotiating and enforcing lease agreements.
- Addressing tenant complaints and inspecting vacated units.
- Contracting and supervising repairs and maintenance work.
- Collecting rent, dealing with late payments, and handling operating expenses.
- Maintaining records of income, expenses, signed leases, complaints, maintenance, etc.
- Preparing reports on the financial performance of properties.
- Terminating leases and initiating eviction proceedings.
- Oversee and coordinate all real estate transactions
- Attract and educate new tenants
- Investigate and resolve tenant complaints
- Update and improve properties to increase return on investment
- Ensure all work order and repair requests are processed in a timely fashion
- Supervise and train property staff
- Enforce property and associations' rules and regulations

Property Manager Requirements:

- High school diploma/GED.
- Degree in real estate, property management, business administration or a related field preferred.
- Experience as a property manager or in a similar role.
- Working knowledge of property regulations.
- Proficiency in Microsoft Office and property management software.
- Understanding of marketing and accounting principles.
- Strong organizational and time management skills.
- Excellent communication and negotiation skills.
- Good customer service skills

Respond to:

**Address: Kno-Ho-Co-Ashland C.A.C. Central Office
 Attention: Jenny Collins
 120 North 4th Street
 Coshocton, OH 43812**

**Fax #: (740) 622-0165
 Telephone #: (740) 622-9801
 Ext. 1015**

**If you have any questions, please contact Jenny Collins at (740) 622-9801 extension 1015.
 Equal Opportunity Employer**