

LEASING & JANITORIAL MANAGER

Home Base Property Management, an entity of Economic Growth Corporation, seeks a **part-time, (20 hours per week) Leasing & Janitorial Manager** to oversee the day-to-day operations of residential apartments, including marketing, leasing, janitorial, independent contractors, accounting, and compliance, as well as participating in state and local inspections for two properties, totaling 22 residential units. Answering on-call issues for one other property.

Duties include but are not limited to:

MARKETING

- Assisting with planning resident functions; attending functions and participating as host for any functions as directed
- Monitoring advertising effectiveness; gathering information about market competition in the area, conducting market surveys, and shopping competitive communities
- Participating in outreach marketing activities on a regular basis to obtain prospective residents
- Assisting in placing, removing/updating marketing materials
- Distributing marketing newsletters, pamphlets, flyers, etc.

MAINTENANCE, JANITORIAL AND SAFETY COMPLIANCE

- Completing maintenance service requests and immediately informing the Director of Property Management
- Ensuring all maintenance repairs are handled satisfactorily
- Maintaining a log of all repair items requiring outside service and locating qualified contractor(s) to perform repair(s)
- Contributing to cleanliness and curb appeal of the property on a continual basis
- Cleaning, mopping, dusting, vacuuming, garbage collection, lightbulb replacement
- Maintain orderly and cleanliness of assigned property
- Removing ice and snow from all entrances and walkways, which may require reporting to work prior to official start time
- Assuming on call duties during nights and weekends for all three properties
- Assisting in emergency situations for all properties
- Distributing all organization or community-issued notices
- Learning and ensuring compliance with all organization, local, state, and federal safety rules
- Implementing policies of the community as required
- Answering questions for residents about the community, repairs, rent, rules, etc.

LEASING

- Reviewing, processing, and preparing all required paperwork for pre-applications, new applications, move-ins, re-certifications/renewals, and move-outs; securing signatures, orienting new residents to the community, inputting information into the appropriate system
- Greeting prospective tenants
- Qualifying prospective applicant(s) according to property guidelines/tenant selection plan
- Ensuring prospects complete application paperwork, and securing the deposit in accordance with the organization's procedures and Fair Housing requirements
- Updating availability report and processing applications for approval; following up with application regarding status
- Ensuring apartment is ready for resident to move-in on the agreed date

- Demonstrating community and apartment/model and applies product knowledge to residents' needs by communicating the features and benefits; closing the sale
- Building, developing, and maintaining resident relations while enforcing all rules
- Listening and respond to resident requests, concerns, and comments; diffusing stressful situations to avoid escalation of the problem, and reporting to the appropriate personnel when necessary
- Assisting in monitoring renewals; distributing and following up on renewal notices
- Accepting rental payments and immediately making bank deposits
- Maintaining current resident files
- Maintaining confidentiality of all clients/residents

What you'll need:

- Must be self-motivated, organized, and able to meet deadlines
- Ability to manage multiple projects simultaneously
- Must possess problem-solving skills
- Ability to work independently or as part of a team
- Working knowledge of MS Office Suite
- Valid Driver's License and personal motor vehicle liability insurance; must meet the insurability requirements of the Organization's motor vehicle insurance carrier
- Fair Housing Certification required; or the ability to obtain Fair Housing Certification

What's you'll receive:

- Paid Vacation Days
- Paid Holidays

If you have the qualities we're looking for, send your resume and salary requirements to info@homebasepm.com no later than August 15, 2021.

Economic Growth Corporation and Home Base Property Management conducts thorough pre-employment screening and background checks.

EQUAL OPPORTUNITY EMPLOYER.