



Manager

First Select Property Management is a locally owned property management company that has been providing quality service to our clients and residents for 20 years. Our dedicated hardworking team takes pride in providing well maintained apartment homes and excellent customer service. We are seeking a dynamic and experienced Manger to join our team.

Responsibilities

- * Facilitating the day-to-day operations of the property
- * Maintain a positive professional rapport with our residents.
- * Manage the marketing and leasing of the property
- * Provide exceptional customer service to our residents and prospects
- * Supervise and motivate our on-site team and valued vendors
- * Manage apartment turnovers and maintenance requests

Qualifications

- * Minimum of two years' experience in the Multi Housing industry
- * Focused and self-motivated team player who can work independently.
- * Ability to handle multiple tasks while paying strict attention to detail
- * Ability to use tact, diplomacy and a courteous manner when dealing with residents and co-workers
- * Ability to speak and write English fluently
- * Strong computer skills, including Microsoft Office
- * Experience with Appfolio is helpful, but not required
- * The ability to occasionally work evening and weekend hours.
- * Strong leadership and time management
- * Previous marketing experience in market rate apartments
- * Live within a reasonable distance from the property or on-site
- * Valid drivers license and reliable vehicle
- * Team player, with an open-mind and flexible persona

Physical Requirements

- * Must be able to walk, sit, stand, climb stairs, bend, crouch, reach, and lift a minimum of 10 lbs.

Reasons to join the company team:

- * Competitive salary and benefit package
- * Great team environment
- * Opportunity for growth
- * Live on or off site
- * There is some flexibility in the hours

First Select Property Management is an Equal Opportunity Employer and an Equal Housing Provider

PLEASE SUBMIT RESUME AND SALARY REQUIREMENTS.

- * MUST BE ABLE TO PASS KARI KOSKINEN BACKGROUND CHECK