

# Property Manager

National growing organization is looking for the right candidate to join their team. We are seeking a Property Manager who is experienced with apartment property management. American Apartment Management Company is dedicated to offering affordable housing through innovative, high quality, residential management solutions. Our ideal candidate will have strong administrative, computer and supervisory skills.

## Job Responsibilities

As a Property Manager you will be responsible for the direction and supervision of all personnel, general administration, and the maintenance of the physical asset.

## Property Manager Duties:

- Representing the owner in all relations with family residents
- Operating the property in accordance with acceptable property management standards and philosophy of the owner
- Budgeting and financial management
- Supervising office and maintenance staff as well as contractors

## Additional requirements:

- 3 years of experience in property management a must.
- Yardi Voyager

Full benefit package includes: Medical, Dental, Vision and 401K after 1 year.