

PROPERTY MANAGER – TWIN CITIES, MN

Premier Housing Management is seeking an experienced Full-time Property Manager in the Twin Cities metro area. The primary responsibility is to manage the daily operations of the property in order to provide a fiscally sound, well-maintained and socially healthy apartment community.

ESSENTIAL FUNCTIONS

- Maintains a fiscally sound property by meeting all deadlines and adhering to the property budget.
- Markets the property in order to meet occupancy requirements.
- Meets all legal and regulatory standards in the management of the property.
- Manages the property staff and encourages growth and development.
- Maintains a clean and safe property for the residents.

MINIMUM REQUIREMENTS

- Strong marketing and leasing skills
- Ability to manage multiple projects or tasks
- Demonstrates a clear understanding and consistent use of YARDI software and EZ Labor
- Excellent verbal, written and communication skills
- Ability and willingness to travel to multiple locations as necessary with your own transportation.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent four years' experience in property management, business or real estate.
- Previous experience with Section 8 and Tax Credit housing and knowledge of government subsidy programs.
- Working knowledge of Microsoft Outlook and Excel.
- Experience in leasing and staff supervision.