



the emmer
group

Property Manager

Perform all aspects of Property Management, including but not limited to hiring, training and supervising staff; marketing and leasing of property; and maintenance of entire property. Keep up with industry and local trends; maintain budget; customer satisfaction; and all office operations.

Responsibilities include:

- Oversee all operations of the property
- Coordinate and review bi-monthly market surveys with competition and recommend rate adjustments accordingly
- Maintain familiarity with local competition and new units coming online; shop all competition and create and update marketing plan
- Maintain 100% occupancy by leasing one in every four apartments shown during peak season
- Monitor Rent Roll monthly for accuracy, new leases, concessions and upcoming move-outs
- Monitor staff and all new lease negotiations and procedures, including security deposits
- Enter move-ins/new leases into property software system (household information, post rent charges, concessions and all other tenant related charges)
- Process move-outs and security deposit depositions, notices and refunds
- Monitor staff's collection of rent and all money due and the three-day and balance due notice procedures, and proactively pursue outstanding balances.
- Post and record deposits with bank and in property accounting software as back-up to Assistant Manager
- Process (review, approve and code) all payables relating to the property and timely submit them to Corporate Accounting for posting and payment
- File evictions accordingly and actively pursue all outstanding debt collections in-house and by filing with attorney/collections agency
- Process month-end procedures
- Monitor maintenance requests, in that they are completed timely and efficiently
- Take bids, hire and inspect behind contractors in conjunction with Maintenance Area Supervisor
- Routinely inspect exterior of property and supervise ordering of supplies
- Inspect apartments quarterly and at move-out
- Additional duties as needed

Education/Experience:

College degree strongly preferred. Minimum of 3-5 years property management experience with a proven track record of achievement.

How to apply:

Interested candidates should send their resume to Human Resources at hr@emmergroup.com.

For consideration, resumes need to be accompanied with an Emmer Group application. To obtain our application please visit our website at <http://www.emmergroup.com/careers.html>.

The Emmer Group
2801 SW Archer Road, Gainesville, FL 32608
352.376.2444 (phone) | 352.376.2260 (fax)
www.emmergroup.com



For over 60 years, we have been
Building the places you call
Home