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## PROPERTY MANAGER JOB DESCRIPTION

Haven Leasing, LLC is seeking a highly motivated and experienced Property Manager to join our dynamic and growing team. As the Property Manager, you will be responsible for overseeing the daily operations of our residential properties and the future lofts and storage units at our upcoming community, Delta Landing, in Hernando.

We are looking for a dedicated and driven individual who is committed to providing exceptional customer service and maintaining the highest standards for our properties. The ideal candidate will be a self-starter with a proactive approach to problem-solving and a passion for real estate.

### **Key Responsibilities:**

- Maintain property rentals by advertising and filling vacancies, negotiating and enforcing leases, and maintaining and securing premises
- Proactively manage tenant relations and respond to any inquiries or concerns in a timely and professional manner
- Oversee all leasing activities, including showing units, screening prospective tenants, and collecting rent.
- Develop and implement strategies to attract and retain high-quality tenants
- Stay updated on local market trends and ensure competitive and appropriate rental rates
- Monitor and enforce compliance with all laws and regulations related to property management
- Enforce occupancy policies and procedures by confronting violators.
- Prepare and present reports on property performance, occupancy, and outstanding rental payments
- Maintain accurate and organized records and files for all properties

### **Qualifications / Skills:**

- Bachelor's degree in Business Administration, Real Estate, or related field preferred
- 3-5 years' experience in real estate or sales
- 1-3 years of management experience (in property management preferred)
- Strong understanding of local landlord/tenant laws and Fair Housing regulations
- Excellent communication, interpersonal, and problem-solving skills
- Proven ability to handle multiple tasks and prioritize effectively
- Valid driver's license and reliable transportation
- Solid computer skills, including Microsoft Outlook, Excel, Word, social media, and the MLS.

**Job Type:** Full-time

**Location and Hours of Operation:**

The property manager will spend about 60% of their time in the Haven Leasing office in Nesbit and 40% of their time in communities. We currently have rental property in Southaven and will soon have property in Hernando.

While Haven Leasing's typical hours of operation are 8 a.m. – 5 p.m. Monday through Friday, situations sometimes arise at night and on weekends and must be addressed outside that time period.

**Salary and Benefits:**

Haven Leasing, LLC offers a competitive salary ranging from \$65K - \$90K, based on experience. We offer a full benefits package that includes 401k with up to a 4% match, health and supplemental insurance, and paid time off. We offer a transportation vehicle for use during the work hours, a cell phone for work-related business calls, and a laptop.

If you are looking for a challenging but rewarding position in the property management industry, apply today!

For questions, contact Brittany Middleton, HR Coordinator, by email: [brittany@skylakeconstruction.com](mailto:brittany@skylakeconstruction.com)