

RMS CAREERS

Property Manager

Danbury, CT

POSITION SUMMARY:

RMS Companies, a Connecticut based real estate development company, is seeking a full-time Property Manager who is energetic, professional, personable, analytical, and customer service oriented. This is an exciting opportunity to work for two stabilized communities located in Danbury and Bethel, CT. This position directly reports to the Regional Manager.

POSITION RESPONSIBILITIES:

- Meet with prospective tenants and provide high-quality leasing services.
- Track and organize the entire lease process.
- Review all lease agreements for current and prospective residents.
- Understand the current rental and sales market and set vacancy and renewal rents.
- Maintain optimal renewal rate through administering renewal leases. Track traffic sources and making necessary adjustments to ensure best use of advertising dollars.
- Analyze leasing efforts based on the market, competition, seasonal volume, traffic & conversion rates and agent productivity and make effective recommendations to upper management and ownership.
- Ensure timely and accurate communications with clients, staff and all stakeholders across all projects or transactions Interface with residents to address issues/concerns and enhance the living environment.
- Work collaboratively with other departments (i.e., compliance, transfer, leasing, and accounting).
- Analyze past income and expenditure patterns and make recommendations.
- Process invoices through various accounts payable procedures; manage vendor payments expenditures/records, orders and delivery logs; and review charges and identify and report discrepancies.
- Assure that appropriate insurance requirements are in place for the property.
- Manage day-to-day operations of the property while emphasizing a positive response to concerns of residents.
- Ensure the timely maintenance of all building operations and systems.
- Ensure that the property passes all audits, reviews, and inspections.

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POSITION RESPONSIBILITIES (cont.):

- Oversee all maintenance and repair work, including obtaining quotes from vendors, scheduling and coordinating work, and reviewing work after completion.
- Negotiate all service contracts, including bidding, awarding, and managing building contracts and ensuring that suppliers/service providers are meeting contractual obligations (i.e., HVAC, cleaning, landscaping, snow removal, pest control, critical systems maintenance, etc.).
- Provide supervision, direction and scheduling to maintenance staff.

POSITION REQUIREMENTS:

- Bachelor's degree preferred
- Minimum 5 years' experience in multi-family property management required
- Prefer a minimum of one year customer service experience
- Working knowledge of building operations and maintenance
- Proficient in Microsoft Office Suite of products
- Familiarity with Yardi or other property management software desired
- This is a full-time position, and candidates will be required to work on Saturdays. Schedule is Tuesdays – Saturdays.
- Experience with high end residential properties

TO APPLY

Please respond with "Property Manager – Danbury, CT"
in your email subject line to: careers@rms-companies.com

RMS Companies is an Equal Opportunity Employer

