

# Utah Regional Housing Property Manager

We are looking for an efficient property manager to manage the daily operations of properties, advertise vacant properties, and handle tenant relations. The property manager's responsibilities include managing financial matters, coordinating maintenance work, enforcing leases, and preparing performance reports.

To be successful as a property manager you should be able to ensure efficient daily operations and meet financial objectives. Ultimately, an outstanding property manager should be able to increase property value and satisfy tenant requirements.

## Property Manager Job Responsibilities:

- Maintains property rentals by advertising and filling vacancies, negotiating and enforcing leases, and maintaining and securing premises.
- Establishes rental rate by surveying local rental rates and calculating overhead costs, depreciation, taxes, and profit goals.
- Attracts tenants by advertising vacancies, obtaining referrals from current tenants, explaining advantages of location and services, and showing units.
- Contracts with tenants by negotiating leases and collecting security deposit.
- Interviewing tenant and running criminal, credit, and landlord checks.
- Accomplishes financial objectives by collecting rents, paying bills, forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective action.
- Maintains property by investigating and resolving tenant complaints, enforcing rules of occupancy, inspecting vacant units and completing repairs, planning renovations, contracting with landscaping and snow removal services
- Maintains building systems by contracting for maintenance services and supervising repairs.
- Secures property by contracting with security patrol service, installing and maintaining security devices, establishing and enforcing precautionary policies and procedures, and responding to emergencies.
- Enforces occupancy policies and procedures by confronting violators.
- Prepares reports by collecting, analyzing, and summarizing data and trends.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.
- Terminating leases and initiating eviction proceedings.

## Property Manager Qualifications / Skills:

- Motivation for sales
- Negotiation
- Familiarity with applicable local, state, and federal laws and regulations
- High level of organization and attention to detail
- Competence with office management software
- Professionalism

- Internal communications
- Listening
- Strong organizational and time management skills
- Good customer service skills

**Education, Experience, and Licensing Requirements:**

- High school diploma, GED, or equivalent
- Bachelor's degree or equivalent experience preferred
- Proven work experience 1-3 years' as a Property Manager
- Valid real estate license, a plus
- Solid knowledge of office software such as Microsoft Outlook, Excel, and Word

**Hours:** 40 hours per week in a 4 day work week, Monday – Thursday 7am to 6pm

**Employment Requirements:** Applicants receiving a conditional offer of employment will be required to show an original social security card and submit to a pre-employment drug screen and additional background.

**Pay and Benefits:** Competitive salary negotiable depending on experience. Medical and dental insurance, paid time off, holiday leave, life and AD&D insurance.

**Application Procedures:** Please submit a resume with a cover letter to the Utah Regional Housing office, at 688 West 100 North, Provo Utah 7am to 6pm Monday – Thursday or email to [pamliston@provohousing.org](mailto:pamliston@provohousing.org). All applications must be received by July 27th, 2022. Call 801-900-5676 for more information.

**Equal Opportunity Employer**