

JOB POSTING

TITLE: Leasing & Property Manager

COMPANY: CaraCo Property Management

LOCATION: Deerfield Beach, FL

STATUS: Full Time

ROLE OVERVIEW

The Leasing & Property Manager is an integral part of our management team, dedicated to the financial success of the property and exceptional service to residents. The Property Manager, under the direction of the Operations Manager and Lead Property Manager, is responsible for coordinating all aspects of apartment community operations.

KEY RESPONSIBILITIES

- Manage all aspects of tenant relations including: Rent, arrears collection, Three Day, and Seven Day Notices
- Conduct showings, including inspecting units to ensure they are ready for showing
- Carry out tenant qualification including background checks, income, rental history, employment history and criminal background
- Complete leasing documents
- Arrange move-ins and orient new tenants
- Receive work orders, entering them in Yardi, communicating them with the maintenance team and coordinating the work orders with the tenants
- Deal with tenant concerns and requests on a timely and effective manner
- Schedule and announce regular maintenance visits such as pest control, AC filter replacement, annual fire alarm inspections, BBQ area reservations, elevator repairs, etc.
- Monitor accuracy of tenants' water and trash bill
- Manage all aspects of parking permits and fees
- Manage all aspects of storage, including keeping track of storage spaces and charges
- Co-ordinates with cleaning personnel to units and areas that need housekeeping.
- Conduct balcony inspections for satellite dishes and clutter.
- Coordinate move-outs, including inspecting apartments to prepare Claims of Damages and to calculate deposit refunds
- Coordinate with maintenance team to schedule vendors for painting, flooring, counter resurfacing, carpet cleaning, etc.
- Manage tenant renewals

- Manage apartment transfers
- Manage evictions

THE IMPACT YOUR POSITION WILL MAKE

- Occupancy is at an all-time high thanks to your world-class tours, ability to edge out the competition, and tactful ability to meet customer needs
- Community traffic and closing ratios have skyrocketed due to your influence
- Resident retention keeps climbing because of your dedication, attentiveness, and enthusiastic personality
- Tenant concerns are resolved in a timely manner due to your eagerness and ability to work efficiently and effectively
- You can rest easily at night knowing you have improved people's lives by providing a better living experience and homes that residents love

QUALIFICATIONS/SKILLS

- Proficient with MS Windows, Word, Excel, Yardi Voyager
- Sales experience and strong customer service background preferred
- Excellent communication skills: ability to read, write and communicate effectively
- Bilingual or trilingual in English, Spanish and Portuguese is an asset
- Ability to resolve conflicts and generate lasting solutions
- Excellent multi-tasking skills
- Valid drivers license and reliable transportation required

EDUCATIONS & EXPERIENCE

- University Degree an asset
- Residential leasing experience
- 3 - 5 years experience with residential properties, marketing, and social media management
- Familiarity with the Florida Statutes Landlord and Tenant law, OSHA, and Fair Housing

If you can work independently, are a motivated person, and is someone who wants to make a difference, AND you want to work with a company that cares about its employees as much as their customers, then we want you to become part of our team!

If you are interested in this opportunity, please forward your resume to employment@caraco.ca

CaraCo would like to thank all applicants, however only those who qualify for an interview will be contacted.

CaraCo is an equal opportunity employer.

CaraCo welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidate taking part in all aspects of the selection process.