



## COMMUNITY MANAGER

### Position Overview:

This is a full-time Community Manager position, located in Texas City, Texas. We are looking for a proven leader to drive the property forward in its occupancy and budget management. Minimum of 6-8 years' relevant work experience. Our ideal candidate will put our core values into action every day as we create a successful community. This person will be responsible for the day-to-day operations of the community. The Community Manager must also have a thorough understanding of the competitive market and high standards for customer service. Candidates should be very organized and strong in marketing, resident retention, and resident relations.

Benefits include a generous salary package with financial and occupancy-based bonus potential. Medical, dental, and vision insurance available.

### DUTIES AND RESPONSIBILITIES:

- Conduct all business in accordance with Oldham Goodwin Group policies and procedures. Fair Housing, Americans with Disabilities Act, Fair Credit Reporting Act, and all other Federal and State laws.
- Ensures that all rents are collected when due and posted in a timely manner. Makes sure that all bank deposits are made daily prior to bank closing.
- In conjunction with the DM, the Community Manager will assist in formulation of budgets for each upcoming calendar year. The Community Manager is responsible for staying within the established budget guidelines throughout the year. Actively maintain and report monthly variances and narratives.
- Correctly complete all lease applications, assist with application verification, and notify prospective residents of results.
- Ensure resident retention through communication and the delivery of excellent customer service.
- Physically walk and inspect community on a regular basis; check on vacant apartments.
- Work closely with Maintenance Supervisor to monitor and schedule all maintenance activity.
- Conduct market surveys monthly and provide trend report information. Shop competition and be aware of neighborhood market conditions.
- Maintains awareness of market/industry conditions and trends via trade publications, professional organizations, etc.
- Contribute ideas to the District Manager for marketing the property and improving resident satisfaction.

**Computer Skills:** OneSite Property Management Software experience preferred, but not required. Competence in personal computer skills, keyboard, internet search, math, Microsoft Office Suite including Word, Excel, and Outlook as well as other community software applications is required.

**Work Hours:** Full time hours- salaried position. Must be available to work evenings and on weekends according to the business needs of the company and for emergencies.

### QUALIFICATIONS:

Position prefers Bachelor's Degree or 6-8 years of relevant work experience OR an Associate's Degree with 2-4 years of experience in on-site property management; or any combination of relevant work experience and formal training which may include professional certifications such as CAM or CAPS. Must have background in supervision and successful track record of accomplishments.