

MRRSOL

<https://mrrsol.com/job/property-manager/>

Property Manager

Responsibilities

As a Property Manager, you will oversee all leasing, marketing, bookkeeping, customer service, resident retention and administrative responsibilities as well as oversight of the maintenance staff

- Develop, plan and implement the budget to control the overall financial performance of the property
- Handle record keeping and reporting responsibilities
- Ensure timely rent collections, rent postings, bank deposits and laundry revenue collections
- Timely handle late notices and evictions on delinquent rents as required
- Maintain a minimum collection rate of 95%
- Monitor effective cost control procedures to insure budget compliance
- Oversee maintenance department, customer service and resident relations
- Oversee vendor/contractor relations
- Hire, train, and oversee entire staff
- Oversee and maintain all new lease and lease renewal practices to include the resident selection and approval process
- Oversee marketing outreach to include interacting with neighborhood groups and community organizations

Qualifications

- Must have at least 3 years of property management experience, which includes responsibility for financial and operational results, sales, marketing and staff supervision
 - Multi-Family Residential property management experience is a must
 - Must have excellent customer service skills and the ability to develop a rapport with the residents and community staff

Hiring organization

MRRSOL

Employment Type

Full-time

Industry

REAL ESTATE

Job Location

Paterson, NJ., NJ, United States

Date posted

August 2, 2025