

Apartment Division Property Manager (ADPM) Job Description



This position will be responsible for daily on-site management duties of numerous multi-family apartments in South Dakota. The ADPM will provide support in ensuring occupancy of rental units, managing tenant relations, and coordinating maintenance requests. The ADPM will report to the General Manager and agrees to comply with and perform the duties and responsibilities as described below. In addition, the ADPM may be asked to perform functions not listed below.

ADPM DUTIES AND RESPONSIBILITIES TO INCLUDE:

- Must reside in Watertown, SD and be willing to travel to multiple locations.
- Reviews and understands all management agreements.
- Maintains property rentals by advertising and filling vacancies, 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 for vacant units by actively working with HME's internal marketing team, providing tours and showing available units, along with various other marketing strategies.
- Contracts with tenants by signing leases, collecting security deposit, interviewing tenants, and running credit 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 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.

ADPM PREFERRED QUALIFICATIONS:

- Familiarity with applicable local, state, and federal laws and regulations
- High level of organization and attention to detail
- Professionalism and excellent communication skills
- Experience as a Property Manager or in a similar role
- 1 - 3 years' management experience is a plus
- Become a licensed property manager in South Dakota (HME is willing to provide licensure training)

ADPM COMPENSATION:

- Full time employee of HME Management Service, LLC.
- Generally, 40 hours per week between the hours of 8 AM – 5 PM. From time-to-time additional hours may be required for special projects or for temporary increased workload, which may include weekends or holidays.

- Employee performance reviews will be completed at the following employment intervals; 3 months, 6 months and annually thereafter.
- \$36,000 - \$42,000 annually DOE, semi-annual occupancy incentive-based bonuses, company match retirement plan, employee benefits, and growth potential.

Presented, reviewed, and accepted by:

Employee

Date

Supervisor

Date