



A Real Estate Capital Bank

A Private Equity Real Estate Investment Firm focused on;
Mortgage Banking, Real Estate Equity & Special Situation Investments
Celebrated 30 years in 2018

Title: Assistant Residential Property Manager

Location: Sunrise, FL

Job Type: Permanent

Reports to: Community Manager

Who we are

An entrepreneurial organization with a long track record and a bright talent pool, the Firm Capital Organization is a real estate private equity firm focused on the areas of mortgage banking, real estate investments and special situation investments. Please visit our website at www.firmcapital.com for further information.

Position

The Assistant Residential Property Manager will provide support to our property manager in delivering exceptional customer service to our community while supporting Asset Management initiatives.

What you need to succeed

- 3 years of experience in a similar role or a college certificate in Property Management.
- Experience in managing in-house maintenance staff, workorders, Preventative maintenance, rent collections, leasing, and renewals.
- Proficiency in English. Bilingual English/Spanish is a plus.
- Computer proficiency with MS Office and experience with Yardi Voyager is preferred.
- Valid Driver's License. Some travel is required.
- Demonstrated ability to multitask and prioritize activities, develop plans, and meet deadlines.
- Strong organization skills and ability to multi-task without compromising accuracy.
- Ability to communicate effectively across all levels within and outside organization.

- Ability to work quickly and efficiently on a team or independently.
- Demonstrated ability to read and interpret property financial statements.
- Excellent written and verbal communication skills.

Your new role

- Work with site team and head office to resolve day to day property management issues.
- Oversee maintenance staff and external contractors with Unit turns and renovations for both managing the approved budget and assess quality control.
- Assemble, review, and assist in the implementation of the approved operating and capital budgets as assigned to you.
- Schedule building activity including move-ins and verify insurance.
- Collaborates with site and head office team to maintain sufficient documentation in Yardi and in the property folder.
- Preparation of monthly and weekly reports according to head office needs.
- Assist with property management, accounting, marketing, and collections from existing tenants while facilitating with leasing, follow ups with potential rental leads.
- Minimize down time between turns and assist in upselling unit amenities to potential leads.
- Assist in meeting property monthly budgets and line items as assigned to you by head office
- Other duties, responsibilities and special projects as assigned to you by head office

What we offer you

- Competitive salary + Bonus
- Opportunity to advance your career as the company grows
- Meaningful job experience

How to apply

Please forward your resume and reference the position you are applying to careers@firmcapital.com. Visit our website at www.firmcapital.com for further company details. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.