



Legacy is seeking a full-time Property Manager to manage the day-to-day operations of a 315-unit cooperative property in Lansing, Michigan. The successful candidate must be detail-oriented and organized and provide quality, professional service to residents including maintaining records of management activity and preparing reports in a timely manner. The Property Manager will be responsible for directly managing on-site staff, as well as maintaining a professional relationship with the Board of Directors and vendors and upholding all applicable outside agency standards. The ideal candidate will be a self-motivator and have excellent time management and communication skills and the ability to handle daily operations of the office and manage maintenance staff accordingly. Teamwork with the ability to work within different departments and with other staff is necessary to be successful.

**Requirements:**

- Minimum of 3 years of property management experience and / or training required; or equivalent combination of education and experience
- Experience with managing a team
- Experience with annual budgets and proven success staying within established budget guidelines
- Implementing and initiating policies / procedures to maintain resident communications
- Outgoing and personable disposition – excellent interpersonal communication
- Management of receivables, payables, and budgeting for the community
- Awareness of Fair Housing laws required
- Proficiency in MS Office products
- Real Estate License required within 6 months of employment
- Must be able to attend monthly and evening Board meetings
- Some travel required – must have a valid driver’s license and automobile insurance

**Qualified candidates should email your resume to: [recruiting@legacypmc.com](mailto:recruiting@legacypmc.com).**

*An Equal Opportunity Employer, our employees are our most valuable asset and Legacy is committed to fostering, cultivating and preserving a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and Legacy’s achievement as well.*