Do you enjoy solving problems and resolving them through teamwork and tact? Do you quickly build relationships and earn the trust of others? Legacy is seeking a **Full-Time Property Manager** to handle the day-to-day operations of our 336-unit market rate property located in Saginaw, Michigan. The Property Manager must be detail-oriented and organized and provide quality, professional service to residents including preparing paperwork for move-ins and move-outs, resident billing, maintaining an accurate file system, month end closing procedures, and processing work orders in a timely manner. In addition, the Property Manager will be directly managing on-site staff, as well as maintaining a professional relationship with the residents and vendors and upholding all applicable outside agency standards. 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 with at least 3 years of experience as a Property Manager required
* Experience with managing staff and proven leadership abilities
* Scheduling and budgeting for the community with the ability to multitask
* Exceptional customer service with the ability to handle multiple priorities effectively
* Must be able to work well under pressure
* Management of receivables, payables, and budgeting for the properties
* Awareness of Fair Housing laws required
* Fair Housing Certification preferred
* Proficiency in MS Office products
* Yardi experience preferred
* Real Estate License required within 6 months of employment
* Industry designations preferred – CAM, CALP, ARM, COS, SHCM.
* Some travel required – must have a valid driver’s license and automobile insurance

**Qualified candidates should email your resume to:** **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.*