



Legacy is seeking a full-time *Office Manager* to work at a 248-unit cooperative property located in Lansing, Michigan. You will be responsible for providing outstanding service to our members and perform a wide range of administrative and office duties. The Office Manager is a vital part of our team and must be organized and highly detailed with the ability to accurately record and monitor payments, coordinate community activities, assist members with paperwork and produce work orders for service requests. In addition, teamwork with the ability to work within different departments and with other staff is necessary to be successful.

Requirements:

- Ability to complete high quality work and meet deadlines while multitasking in a fast-paced environment
- Strong customer service and administrative skills to handle confidential information
- Must be efficient with strong attention to detail
- Strong organizational, problem solving and written and verbal communication skills
- Real Estate license required within 6 months of employment (the property will pay for the necessary training course as well as the initial licensing exam)
- Proficiency in MS Office products
- Yardi experience preferred
- Valid driver's license and reliable transportation

Qualified candidates should apply online or email your resume to: colonial@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.