



Legacy is seeking a full-time Property Manager to manage the day to day operations of a 49-unit property located in the Bay City, MI. The successful candidate must be detail-oriented and organized and provide quality, professional service to residents including preparing paperwork for move-in, move-outs, re-certifications, resident billing, maintaining accurate file system, month end closing procedures, and processing work orders in a timely manner. In addition, 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. Legacy offers endless challenges and rewards to teams of talented employees driven by collaboration.

Requirements:

- Minimum of 3 years of property management experience required
- Section 8 knowledge required and/or tax credit recertification experience
- Experience with managing staff, scheduling and multi-tasking
- Outgoing and personable - excellent interpersonal communication
- Management of receivables, payables, and budgeting for the properties
- Awareness of Fair Housing laws required
- Proficiency in MS Office products
- Yardi experience preferred
- Real Estate License required within 6 months of employment
- Must be able to attend monthly, evening Board meetings and events
- Some travel required, must have a valid driver's license and automobile insurance

Qualified candidates should apply online or email their resume to: dmeade@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.