



Legacy is seeking a full-time Property Manager to manage the day-to-day operations of 130 units located in Reese and Vassar Michigan. The Property Manager must be detail-oriented, organized, and must 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 is responsible for directly managing on-site staff, maintaining a professional relationship with residents and vendors, and for 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 required
- Experience with managing staff, scheduling and proven leadership abilities
- Ability to lead day-to-day office and maintenance operations
- Exceptional customer service with the ability to handle multiple priorities effectively
- 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
- Some travel required, must have a valid driver's license and automobile insurance

Qualified candidates should apply online or email their resume to: [ksun@legacypmc.com](mailto:ksun@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.*