



Legacy is seeking a full-time Property Manager to manage the day-to-day operations of a 45-unit senior cooperative property located in Spring Lake, Michigan. This position will be responsible for membership sales, maintaining high resident retention through community activities and interacting with prospective and current residents to achieve and maintain maximum occupancy. The Property Manager is responsible for budgeting and financial reporting as well as capital improvement oversight and supervision of employees and contractors. The candidate must have excellent verbal and written communication skills to work effectively with the Board of Directors. Legacy offers endless challenges and rewards to teams of talented employees driven by collaboration. You will take on a rewarding position with an established company where hard work pays off and advancement is always a possibility. Teamwork with the ability to work within different departments and with other staff is necessary to be successful.

**Requirements:**

- Minimum of 2 years of property management experience
- Exceptional customer service skills with the capacity to relate to a variety of people and personalities
- Highly organized self-started with the ability to take on initiatives within a fast-paced environment
- Outgoing and personable – excellent interpersonal communication skills
- Ability to manage receivables, payables, and budgeting for the community
- Awareness of Fair Housing laws required
- Proficiency in MS Office products preferred
- Yardi experience preferred
- Must be able to work extended and varied hours
- Some travel required, must have a valid driver's license and automobile insurance

*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.*