



Legacy is seeking a full-time Property Manager to manage the day-to-day operations of multiple locations in the Greater Grand Rapids area. The successful candidate must be detail-oriented, organized and provide quality, professional service to residents including preparing paperwork for move-in, move-outs, resident billing, 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 an accurate filing system, and for upholding all applicable outside agency standards. 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
- 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
- Ability to manage receivables, payables, and budgeting for the properties
- Awareness of Fair Housing laws
- Proficiency in MS Office products
- Yardi experience preferred
- Real Estate License required following introductory period
- 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.