



Legacy is seeking a detail-oriented and customer-focused **Full-Time Office Manager** to support a 165-unit community in Kalamazoo, Michigan. This role is essential to daily operations and plays a key part in delivering an exceptional experience for residents. As an Office Manager, you will be responsible for a wide range of administrative and operational tasks, ensuring the office runs efficiently and residents receive outstanding service. The ideal candidate is highly organized, dependable, and thrives in a fast-paced environment. This is a fast-paced role requiring strong multitasking abilities, attention to detail, and a proactive approach to problem-solving.

Qualifications

- Strong organizational, administrative, and customer service skills
- Ability to manage multiple priorities while meeting deadlines
- High level of attention to detail and accuracy
- Excellent written and verbal communication skills
- Ability to handle confidential information with discretion
- Proficiency in Microsoft Office applications
- Yardi experience preferred
- Valid driver's license and reliable transportation required
- Current Real Estate License preferred; otherwise, candidates must be willing to obtain licensure and initiate the process following 3 months of employment.

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.

