



Legacy is seeking a full-time Property Manager to manage the day-to-day operations of a 62-unit property located in Rockford, MI. This role is ideal for a detail-oriented, organized professional who is committed to providing exceptional service to residents. Key responsibilities include preparing move-in and move-out documentation, managing resident billing, completing month-end closing procedures, and processing work orders in a timely manner. The Property Manager will also supervise on-site staff, maintain accurate records and filing systems, and ensure compliance with all applicable regulatory and agency standards. Success in this role requires strong organizational and communication skills, the ability to collaborate effectively across departments, and the ability to manage multiple priorities effectively.

Requirements:

- Minimum of 2 years of property management experience
- Experience with HUD affordable housing 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
- 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.