



Legacy is seeking a full-time Property Manager to manage the day-to-day operations of a 48-unit property located in Grandville, MI. The successful candidate will be a professional, organized, and proactive Property Manager who takes pride in delivering exceptional service and maintaining a well-run community. The successful candidate will oversee day-to-day property operations, including membership administration, billing, record keeping, month-end procedures, and work order management. This position also provides leadership to on-site staff and coordinates contracted services and repairs while ensuring compliance with bylaws, rules and regulations, and applicable standards. The Property Manager will work closely with the Board of Directors, vendors, members, and internal teams, fostering strong professional relationships and effective collaboration. The ideal candidate is a self-starter with strong attention to detail, sound organizational and leadership skills, and a commitment to teamwork and service excellence.

Requirements:

- Minimum of 2 years of property management experience
- Experience with Section 8 housing preferred
- 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.