



Legacy is seeking a full-time Office Manager to work at a 414-unit property located in Lansing, Michigan. You will be responsible for providing outstanding service to our members and perform a wide range of administrative and office duties. The Office Manager is a vital part of our team and must be organized and highly detailed with the ability to coordinate community activities, assist members with paperwork, and produce work orders for service requests. You will also be responsible for producing fliers, calendars, newsletters, and working in the Canva Design Program. The Office Manager will also be managing the property's Facebook page and postings as well as assisting the Property Manager with any other clerical duties as assigned. In addition, teamwork with the ability to work within different departments and with other staff is necessary to be successful.

Requirements:

- Ability to complete high quality work and meet deadlines while multitasking in a fast-paced environment
- Strong customer service and administrative skills to handle confidential information
- Must be efficient with strong attention to detail
- Strong organizational, problem solving and written and verbal communication skills
- Proficiency in MS Office products
- Yardi experience preferred
- Valid driver's license and reliable transportation
- 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.