



## **VISION COMMUNITIES**

### **PROPERTY MANAGEMENT | PROPERTY MANAGER**

#### **JOIN OUR FUN, HARD-WORKING TEAM THAT CREATES THE BEST RESIDENT EXPERIENCE!**

Vision Communities is seeking a Property Manager to join the team at one of our luxury communities. The ideal candidate has a positive attitude and superior customer service skills and considers themselves a team player ready to lead their property to success. Additional key traits include: adaptability, ability to multitask, detail-oriented, strong time-management, and strong interpersonal skills. Under the direct supervision of the Regional Property Manager, the Property Manager is responsible for overseeing the operational and financial performance of an apartment community.

#### **ESSENTIAL FUNCTIONS:**

- Ensure exceptional service is delivered to all residents of the community.
- Ensure community meets all monthly, quarterly, and annual financial and operational targets
- Provides reports on a monthly basis related to financial and operational targets and ensures timelines on all regular and ad-hoc reporting requirements are met.
- Identify operational bottle-necks and establish appropriate corrective action plans and processes to eliminate future problems.
- Communicate both operational and financial risks to corporate management and establish corrective action plans.
- Oversee and assist team members, while maintaining accountability to company standards and policies.
- Train and mentor individual team members to ensure they understand approved policies, procedures, and protocols to perform their daily responsibilities.
- Review work completed by direct reports to ensure accuracy and quality are maintained.
- Ensure a positive work environment is maintained at all times.
- Attend corporate meetings and act as the primary point of contact between the corporate office and the property.
- Hold weekly team meetings to ensure effective, open communication is maintained.
- Ensure aesthetic standards are maintained to the highest level for all aspects of your community.
- Complete other tasks as directed and assigned.



#### QUALIFICATIONS:

- High school degree or equivalent is required; Bachelor's degree preferred
- Three+ years in property management/real estate required; 1+ years of management experience preferred
- Ability to multitask while working in a fast-paced, dynamic environment.
- Strong attention to detail and time management skills.
- Must have the ability to manage multiple demands concurrently in an organized manner.
- Strong customer service skills.
- Excellent verbal and written communication skills and to work independently.
- Proficient in Microsoft Office suite, other common applications (email), and property management software.
- Must possess valid driver's license and reliable transportation.
- Ability to be on-site at the property to support the team on weekends is required.
- Must be able to successfully pass a drug test and criminal background check.

#### COMPENSATION / BENEFITS

- We offer a competitive compensation package.
- Full-time employees are eligible to participate in our benefits program, including paid time off (PTO), paid holidays, insurance, and 401(k) retirement plan with company match.
- Our locations offer a professional atmosphere to advance your career, while having fun!

FLSA STATUS: Full-time, exempt employee

LOCATION: Columbus, OH

TRAVEL: 15%; will be required to travel around Central Ohio as needed

REPORTS TO: Regional Property Manager

DIRECT REPORTS: Leasing agents and maintenance supervisors at the property

#### ABOUT VISION COMMUNITIES

Vision Communities is a company that is focused on values that improve the lives of our residents, our employees, and the people of the greater community. Vision Communities was founded in 2013 with the following EPIC core values: Ethics, Performance-Driven, Integrity, and Collaboration. Oh, and we can't forget our fifth value – HAVE FUN! We believe in working together and operating with integrity as



we drive for results, and we also believe in the importance of having fun while we do it. Whether you join us for Bourbon and Bingo night at one of our properties, participate in Pelotonia to increase health & wellness and raise money for cancer research, or head to a Columbus Clippers game on a summer evening, our team members are closely connected and enjoy working together. As the #1 Dispatch CBUS Top Picks for Best Apartment Living (District at Linworth property) and #4 on the Columbus Business First Fast 50 List in 2017, we are also focused on high growth within our organization.