Legacy is seeking an experienced Office Manager to assist with day-to-day operations at a 180-unit property in Grand Rapids, MI. You will be responsible performing a wide range of administrative and office duties including scheduling resident interviews, processing certifications, preparing resident notifications and obtaining verification information. The Office Manager is a vital part of our team and is responsible for providing professional and courteous service to residents, monitoring and inputting required information in tracking software and monthly reporting. To be successful in this role you must be organized and highly detailed with the capability to track and meet deadlines. In addition, teamwork with the ability to work within different departments and with other staff is necessary to be successful.

**Requirements:**

* At least 3 years of office administrative experience
* At least three years of occupancy specialist related experience preferred
* Exceptional attention to detail with the ability to complete high quality work and meet deadlines in a fast-paced environment
* Strong multitasking, administrative, organizational and problem solving skills
* Ability to establish and maintain effective working relationships and handle confidential information
* Effective written and verbal communication skills
* Proficiency in MS Office products
* Yardi experience preferred
* Valid driver’s license and reliable transportation required

Qualified candidates should email your resume to: recruiting@legacypmc.com

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.