



Legacy is seeking a full-time Property Manager to manage the day to day operations of a 46-unit property located in Jenison, MI. The successful candidate must be detail-oriented, organized, and provide quality, professional service to residents. This includes preparing paperwork for move-in, move-outs, re-certifications, resident billing, maintaining an accurate file system, and handling month end closing procedures. In addition, the Property Manager will be responsible for coordinating on-site maintenance including scheduling and tracking work orders, as well as maintaining a professional relationship with vendors while upholding all applicable outside agency standards. Legacy offers endless challenges and rewards to teams of talented employees driven by collaboration.

Requirements:

- Minimum of 3 years of Property Management experience required
- Section 8 knowledge required
- Outgoing and personable - excellent interpersonal communication
- Management of receivables, payables, and budgeting for the property
- Awareness of Fair Housing laws required
- Proficiency in MS Office products
- Yardi experience preferred
- Real Estate License required within 6 months of employment
- Must be able to attend monthly as well as evening meetings and events
- Some travel required, must have a valid driver's license and automobile insurance

Qualified candidates should email your resume to: cbender@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.