



Legacy is seeking a full-time Property Manager to handle the day-to-day operations of our 165-unit property located in Kalamazoo, Michigan. The Property Manager must be detail-oriented, organized, and must provide quality, professional service to residents including preparing paperwork for move-ins and move-outs, resident billing, maintaining an accurate file system, month end closing procedures, and processing work orders in a timely manner. In addition, the Property Manager is responsible for directly managing on-site staff, maintaining a professional relationship with residents and vendors, and for upholding all applicable outside agency standards. Teamwork with the ability to work within different departments and with other staff is necessary to be successful.

### **Requirements:**

- Minimum of 3 years of property management experience required. Direct experience as a property manager is preferred.
- Experience with managing staff 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
- Must be able to work well under pressure
- Ability to manage 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 following introductory period

*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.*