Job Title: **Property Manager**

Department: **Saving Mercy Motel & RV Park**

Reports To: **Executive Director**

Please contact Stacey Collier: 352-433-5920 or send resumes to Stacey@savingmercy.org

**SUMMARY**

The Property Manager of Saving Mercy motel and RV park will oversee the daily operations of the motel and RV park under the direction of the Executive Director, as well as provide strategic direction to carry out the mission of the Non-profit. Key areas of focus in this role will be to maintain the financial integrity/accuracy of all resident accounts, as well as implement procedures to ensure the safety and cleanliness of the property. It is important for the property manager to be involved in all aspects of the motel and RV park operations.

**Educational Qualifications**: Associate’s Degree preferred but not required

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

· Collect rent and post payments on a PREPAID basis for all accounts

· Process entry documents for residents and distribute code of conduct to residents.

· Obtain proper identification and registration upon entry; perform background checks

· Maintain current resident files and confidentiality

· Maintain the community by performing regular inspections of motel units and all RV’s owned by Saving Mercy.

· Investigate and resolve resident complaints

· Prepare and issue notices and resident correspondence.

· Manage maintenance and housekeeping staff

· Manage and maintain community safety by interpreting and applying occupancy policies and procedures, establish and enforce precautionary policies and procedures

· Must distribute/enforce written notices requiring guests to vacate a motel unit in a timely manner. At times this may include seeking assistance from, and/or cooperating with, law enforcement.

· In some cases, it may be necessary to retrieve, prepare, and file forms required by the clerk of court’s office to obtain possession of property in the event that a resident refuses to vacate.

· Must be able to deal tactfully with personnel, guests, family members, visitors, and the public.

· Will produce a property management aging report for the board of directors to review at the monthly meeting with a monthly goal of $0 in arrears

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Other Skills and Abilities:**

· Must be accurate

· Excellent computer skills

· Bookkeeping experience a plus

· Ability to use POS software

· Strong attention to detail;

Bi-lingual is a PLUS!

* Strong interpersonal skills;
* Excellent verbal and written communication skills;
* Quick learner;
* Inquisitive, eager to learn, self–starter;
* Exhibits passion, optimism, enthusiasm, proactive/responsiveness, imagination;
* Strong analytical skills;
* Strong sense of ownership & urgency;
* Able to manage multiple tasks;
* Able to complete work independently while functioning in a team setting;
* Must be computer literate in Word, Excel, and Outlook
* Other duties as assigned

**PHYSICAL ABILITIES**

The working hours of this position are not limited to an 8-hour day. This person will need to be available in the evening and weekends, as needed. Must be willing to work in conditions of stress and function well under pressure. Must be able to work longer hours to complete various tasks.

**ACKNOWLEDGEMENT**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Job Type: Full-time

Salary: $42,000.00 per year

Benefits:

* Paid time off

Schedule:

* 8 hour shift
* Day shift

Experience:

* Property management: 1 year