



Join our team

LICENCED PROPERTY MANAGER - FULL TIME

JOB SUMMARY

The Property Manager will plan, direct, and/or coordinate the buying, leasing, and governance activities of the property.

DUTIES/ RESPONSIBILITIES

- Manages and supervises the administration, improvement, maintenance, and general operations of commercial, industrial, or residential properties.
- Designs, schedules, and coordinates general upkeep, major repairs, remodeling, or construction projects of the property.
- Collects fees, including those for monthly assessments, rentals, deposits, insurance, taxes, or other operating expenses.
- Determine whether repairs and/or maintenance are needed based on regular inspections of the grounds, facilities, and equipment.
- Acts as the liaison between tenants and owners.
- Shows properties, explain terms of occupancy and provides information about the community to prospective tenants.
- Devises and implements marketing plans for vacant spaces.
- Develops and presents detailed budgets and financial reports on the property.
- Maintains property records including sales, rental, or usage activity, maintenance and operating costs, special permits issued, and property availability.
- Describes and imposes guidelines, rules, and regulations to tenants, visitors, and the community.
- Performs other related duties as assigned.

REQUIRED SKILLS/ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Strong supervisory and leadership skills, with the ability to train others.
- Basic understanding of the materials, methods, and tools used to construct and repair buildings and infrastructure of properties.
- Understanding of laws, guidelines, and best practices of property management.
- Proficient with Microsoft Office Suite or related software.



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LICENCED PROPERTY MANAGER (cont'd)

EDUCATION AND EXPERIENCES

- High school or equivalent (Preferred)
- Three to five years of related experience required.

PHYSICAL REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

SALARY

\$42,000.00 - \$48,000.00 per year

SCHEDULE

Monday to Friday
Weekends as needed

EXPERIENCE

- Buildium: 1 year (Preferred)
- Property Management: 2 years (Required)
- Property Manager: 1 year (Required)

LICENSE/CERTIFICATION

Driver's License (Preferred)
Real Estate License (Required)

PAGE 2

Founded in 2012, **Arizona Investment & Management LLC**, is a full-service commercial, residential brokerage & property management firm that provides multi-disciplinary expertise and the highest level of service that today's educated and sophisticated clients demand. Whether representing buyers, tenants, landlords, or sellers, AIM's experience spans all facets of the residential & commercial real estate industry. This includes office, industrial, investment, retail, multifamily and land - beyond the traditional scope of broker services. With your help, we have plans to grow our business to service more people!

There's no better time to make a change and reach your goals.
Call Drew today and join our team!



drew@aimlease.com



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