

# **JOB DESCRIPTION PROPERTY MANAGER**

## **Job Functions/Duties**

The purpose of the Property Manager (PM) is to represent Neville as the primary contact for our real estate management clients. As such, the PM is acting as the client's agent in all day-to-day matters in the operation of the client's property. The PM should always place the client's goals, objectives, and welfare first. The PM reports to the Director of Property Management and the President.

The PM is responsible for all aspects of the services outlined in the property management contracts governing the buildings within the PMs portfolio. Such responsibilities include, but are not limited to:

- budgeting income and expenses;
- bidding, contracting and oversight of all work required at the properties;
- conducting periodic property inspections to assure quality;
- assistance in hiring of site personnel;
- oversight of site personnel;
- approval of invoices;
- contracting for professional services such as insurance, legal and tax preparation;
- tenant communication including rent collection, lease negotiation and eviction proceedings;
- monthly financial and narrative reporting;
- creation of capital improvement and reserve schedules and their implementation; and,
- acting as an ambassador for the Company at all times.

Administratively, the PM will also handle the following tasks, as well as any others that are necessary to successfully perform in the position:

- drafting Memos and/or making phone calls to Tenants related to lease issues and preventative maintenance scheduling
- editing and producing lease documents as necessary
- issuing keys to technicians/vendors, logging said keys out/in, ensuring return of said keys
- performance of all necessary functions to facilitate Tenant "Move In" and "Move Out" procedures including:
  - letters to tenants regarding lease obligations
  - lease expiration date notification
  - renewal/move out obligation letters
  - security Deposit Return Letters
- maintain logs and lists as necessary
- maintain preventative maintenance calendars
- filing, both electronic and paper

It is the PM's job to ensure that the properties under his or her management are operated in a professional manner and guided towards goals and desires as determined by the client (with the PM's assistance when needed). This requires a "boots on the ground" approach, ensuring the PM regularly visits all sites under his/her management, performing routine inspections and taking action on issues as needed.

The PM must be confident, capable, ethical and decisive. The PM is a business manager of many small businesses, each of which is a piece of investment real estate.

The PM must be prepared to respond to emergency calls related to the PM's properties, or other properties when on-call. The mandatory on call rotation means responding to emergency calls, including nights and weekends, for a 7-day period approximately every 4 to 5 weeks but may change based on business needs and employment factors.

### **Qualifications**

The ideal candidate will have experience as a property manager or assistant property manager, be mechanically inclined. Experience with building systems is a plus. The ideal candidate will also be a capable administrator who is proficient in the Microsoft Office Suite with an emphasis on Excel, Word and Outlook. Experience with Yardi or other Real Estate Management software is a plus.

In this fast paced office environment, the successful candidate will be able to multi-task and prioritize so that deadlines are met in a timely and accurate manner. The candidate must demonstrate strong attention to detail; possessing the ability to learn quickly and be able to juggle multiple job functions. Excellent communication skills are a necessity.

Applicant is required to give Neville permission to pull a personal credit report and perform a criminal background check prior to or during employment. Personal credit and background must be in good standing.

### **Commitment**

The nature of the business is such that there are many times when participation in the on-call rotation, emergencies or work load may require hours beyond those the office is open to the public. The Employee is expected to work these hours as needed.

This job description is meant to serve as an outline and is not intended to list all duties and requirements for which the Employee shall be responsible. If Neville Companies' workload is significantly changed, Neville may take any number of actions, including changing the nature or scope of the position. Vermont is an "At Will" employment State and nothing in this job description is meant to limit Neville's rights as an employer.

### **Compensation**

The compensation for this position is on a salary basis and shall be based on several factors, including, but not limited to, the Employee's prior experience, the size of the portfolio to which the Employee is assigned and profitability of same. The position is a Full-time, Salaried, Exempt position. Typically, the Employee will be reviewed every 12 months for salary and/or performance.

The Neville work week runs from Wednesday through Tuesday with every other Friday as payday. Time sheets are due only when holiday's vacation or sick time alters the standard work week. Salary shall be set prior to commencement of the position.

### **Vehicle/Mileage**

The Employee must have adequate transportation at all times to travel to properties as needed. This means the Employee must (a) have a valid driver's license, (b) provide his/her own reliable vehicle; (c)

maintain vehicle insurance at the minimum levels required by Neville's insurance carrier; and, (d) provide the fuel necessary to transport him/herself to and from the properties. The Employee must live within a reasonable distance from a Neville office, as determined by the President of Neville. Typically this is within Chittenden County if in Vermont.

Neville will reimburse mileage at a rate determined in accordance with Neville standards when employees use their personal vehicles for job-related duties. Mileage reimbursement sheets are to be turned in on the first of each month.

**Benefits**

Benefits include paid time off, health insurance, Employer paid life insurance and a Simple retirement plan with Employer match.

**Non-Compete**

Any offer of employment will be subject to the acceptance and execution of a Confidentiality and Non-Compete Agreement. This agreement shall be provided to the prospective employee and employment shall not commence until a fully executed agreement is received from the Employee by Neville.