

(Multi-Housing) Property Manager

United Human Resources – St Paul-Minneapolis, MN



What we're looking for:

United Human Resources (UHR) is partnering with an established Property Management company to find an organized, independent and reliable individual to manage property staff and oversee the operations at multi-family apartment complexes.

If you have:

- At least 5 years of leasing or managerial experience in the rental property business
- Motivation to be a self-starter
- Independence and confidence to complete tasks with minimal supervision
- Ability and willingness to provide a high level of customer service to all residents
- Excellent verbal and written communication skills
- A high level of organization
- Proficiency in Microsoft Office

We want you to:

- Assist with leasing units (showing apartments, resident screening, move-ins, etc.)
- Collect rents and prepare bank deposits
- Schedule outside vendors as necessary (painters, carpet cleaners, roofers, etc.)
- Establish and maintain positive resident relations
- Oversee the maintenance of the property and supervise staff
- Maintain a professional appearance of the office
- Interact with peers, co-workers and the corporate office both frequently and effectively
- Perform additional duties as necessary

Who we are:

UHR is more than a recruiting agency; we take pride in hiring more than temporary solutions and are committed to matching you with your next career by establishing a relationship with you and our clients. *UHR never charges candidates anything for applying to or accepting a position that we offer.*

**If you think you may be a good fit, apply with UHR today
by filling out our online application!**