



**Job Title:**

JR. Regional Property Manager

**Location:**

Orlando, FL

**Reports To:**

Regional Property Manager

**Job Description:**

The JR. Regional Property Manager will assist the Regional Property Manager (RPM) with directing and coordination of all activities of the properties in their portfolio to ensure that company and/or owner financial and business objectives are achieved. Results are achieved through successful initiatives and strategies that promote the achievement of optimum performance by the properties within their portfolio, while adhering to company policy and procedures. This position is responsible for the full range of property management responsibilities including familiarity of all types of communities to include HUD, Low Income Housing tax credit and conventional and ensure compliance with all state and federal applicable housing regulations. Travel is required. Reasonable or limited use of your vehicle is required from time to time. This position reports directly to the Regional Property Manager.

**Skills**

Individual must possess a proven track record of successful property management experience and knowledge of property maintenance, property marketing, and insurance. Must have the ability to communicate well both verbally and in writing and possess a strong supervisory, personnel management and organizational skills. Provide the ability to delegate and communicate property management methods along with the ability to problem-solve issues.

**Duties and Responsibilities; but not limited to:**

- Perform annual budget preparation and re-forecasting of budgets.
- Financial reporting to include-cash flow projections and funding requests.
- Recruit and motivate associates, recognizing and assisting associates to grow by providing constructive feedback and ensuring proper training.
- Hires, trains, supervises, develops, and terminates the employment of those supervised in accordance with company policies and directives; performs performance evaluations on supervised employees. Approves all new hires, status changes, and terminations for on-site personnel.
- Assists Regional Property Manager in preparing and conducting meetings as necessary, along with assisting Property Managers with site-level employees.
- Monitors, assists, and makes recommendations to improve marketing activities; reviews occupancy status.
- Reviews/audits property administrative, accounting and maintenance areas to ensure compliance with established policies and procedures; approves all exceptions of same.
- Inspects properties to ensure the highest standards are maintained; evaluates maintenance, grounds, and housekeeping operations in areas of efficiency. Conducts periodic inspection of vacant apartments for market-ready condition.
- Assists in or develops corrective programs for apartment communities.

- Participates as a member of the Development Team in design, unit mix, establishment of rent rates, and other such operational matters. Coordinates staffing and office set-up of new communities according to Drucker & Falk guidelines.
- Lead team in marketing and creativity to positively affect performance on-site.
- Work independently with minimal supervision and be accountable for actions-Self Motivated.
- Work efficiently and effectively under stressful situations.
- Organize work, set priorities and delegate with proper follow-up.
- Collect and analyze data (Analytical).
- Proficient using Microsoft Office.
- Knowledge of Apartment Management Software.
- Performs other duties as assigned.

### **Education and/or Experience**

Education: Bachelor's degree or job experience may substitute for degree  
Certifications Preferred: ARM, RAM, CAM, CPM

### **Experience**

Knowledge of apartment property management experiences a must including three years on-site property manager experience.

**Benefits:** Competitive Benefits to include Health, Dental, Life, 401K, Employees Assistant Program, Long Term Disability, Vacation and Sick Leave.

EOE

Please send resumes with salary requirements to: [jmiles@druckerandfalk.com](mailto:jmiles@druckerandfalk.com)

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