

## Property Management Onboarding Specialist

### Job Type

Full-time

### Description

Full-service, commercial real estate firm that delivers highly specialized Asset Management Services and focuses primarily on Manufactured Housing and Self-Storage. We own and operate over 75 properties across 23 states. We are seeking innovative, passionate, and motivated individuals looking for an opportunity to join a fast-growing organization with tremendous professional growth opportunities.

### POSITION PURPOSE:

As the Property Management Onboarding Specialist, you are responsible for all phases of your assigned asset's operations. Every day is an opportunity for you to be an innovative thinker, strategic planner and an excellent coach rallying your team to achieve its highest potential to accomplish the community's financial, operating and resident services goals. This Property Management Onboarding Specialist position will manage and oversee many onsite facility managers and maintenance teams simultaneously to ensure properties are being held to the organization's levels of expectation. This position is based in Las Vegas but would require traveling and site visits to assigned properties and as new acquisitions come on. Experience in residential or multiple location property management onboarding experience required. Mobile Home/Storage Unit property management experience preferred.

### PROPERTY MANAGEMENT ONBOARDING SPECIALIST BENEFITS:

- Salary based on Experience \$45,000-\$65,000
- Monthly Bonus Opportunities
- Medical benefits in the amount of \$500 per month
- Dental, Vision and other supplementary benefits available
- Holiday Pay
- Paid Time Off (PTO)
- Work/Home Life Balance

### PROPERTY MANAGEMENT ONBOARDING SPECIALIST RESPONSIBILITIES:

- Assist the Acquisition and Development Team to make decisions from a higher level while taking into consideration budget, timeline, expectations.
- Understanding of the Company's organizational structure, and manage your assigned portfolio within that structure
- Educate, train, and provide feedback to property level employees to improve overall profits and stay within location budgets
- Travel to assigned properties to stabilize, train, provide oversight, feedback, and corrective measures to on-site property staff, contractor and vendors as well as monitor and maintain the properties themselves
- Be the support as needed to assist when on site facility issues arise (this may require impromptu travel)
- Perform administrative duties related to assisting functions of properties such as licensing, system set up, pre-acquisition functions

- Master the software used to maintain data bases for commercial/residential properties and portfolios
- Monitor, control, make decisions and recommendations on any infrastructure within the assigned communities
- Be aware, comply with and educate property staff in regard to local, state, and federal regulations and laws
- Responsible for the supervision of the onsite management and maintenance staff at assigned properties.
- Ask yourself “If I owned this business, would this be a wise decision to make?”
- Provide innovative and creative ideas during team meetings.
- Seek to use strengths to further the company and improve upon weaknesses.
- Responsible for the efficient operation of the asset.
- Assisting in managing the revenue and expenses and make sound business decisions to ensure the budget and financial guidelines are met
- Guiding your team in achieving income and occupancy goals by offering superior sales skills, customer service and relationship management
- Analyzing operations and initiate change to improve the asset's performance
- Identifying and implement opportunities to increase revenue that enhance the asset’s value
- Fostering an environment of proactive and on-going marketing and advertising efforts in order to increase the visibility & profitability of the community
- Maintaining an in-depth, ongoing knowledge of the local market and economic trends and implement marketing plans accordingly
- Work to support building, bolt on, development, or value ad projects
- Prepare reports and correspondence
- All additional duties

#### **PROPERTY MANAGEMENT ONBOARDING SPECIALIST QUALIFICATIONS:**

- High School diploma or equivalent
- Preferred Associates or Bachelor’s degree
- License Required: Driver’s License
- Experience in Commercial/Residential Property Management; management of multi- site or portfolios and management of people required
- Demonstrated experience managing and speaking with dissatisfied tenants
- Demonstrated experience with management of staff and contractors
- Demonstrated experience with completion of Capital Projects
- Working knowledge of computers and Microsoft Office products
- Effective communications between the communities, management and the corporate office
- Ability to make logical and sound decisions
- Ability to reason through difficult situations
- Strong organizational and multi-tasking skills
- Ability to work remotely and work while traveling
- Willing and able to work extended hours when necessary, including weekends and holidays
- Must be prepared to respond and participate in off-hour events and emergencies, as needed

\*\*\*\*\* This position requires travel that includes flying, driving, and hotel stays. Applying for the position indicates that you are aware and accept that your work location is not permanent and that your schedule is based off the demand and need for site visits as deemed by the company\*\*\*\*\*



Our success is dependent on our ability to execute on our principles to create a culture that differentiates us from any other organization. Only in doing so will we be able to create an environment in which meaningful relationships and work are executed on that lead to improvement and innovation. Our team is made up of uniquely qualified, professional individuals who understand the complexities and challenges of acquiring and managing our key assets.

We are a private equity real estate firm known for its vertical integration who specializes in the acquisition and management of value-add manufactured housing and self-storage assets. Since its inception in 2014, the Firm has raised over \$190 million in equity capital and currently has over \$250 million in assets under management. Our in-house management company is a leader in asset management, we have a tremendous amount of knowledge blending property management and service provisions to simplify everyday life. Our team encompasses vision, talent, harmony, beliefs, and commitment. We have over 40 professionals in the corporate office dedicated to the in-house management of our assets. The in-house asset management team also employs over 100 property level staff members at its property locations. Apply today to join one of the Nation's most prolific real estate asset management firms.