

Property Manager (with leasing and maintenance experience)

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Company: Fidelity Business Partners

Location: Indonesia

Category: other-general

Operated portfolio of properties in Texas and California.

The Role

Your responsibilities will include:

Advertise and market vacant properties to attract potential tenants

Screen prospective tenants through background checks, credit reports, and reference checks

Process tenant applications, credit reports, verify employment and income via phone

Conduct virtual showings with tenant via phone, FaceTime, Zoom, and Google

Negotiate lease terms and prepare lease agreements

Collect security deposits and rent payments

Handle tenant requests, complaints, and maintenance issues

Oversee property maintenance and repairs, coordinating with contractors and maintenance personnel

Data entry in property management software (Buildium) system (create and close tasks)

Administrative support to include customers service, data entry, and vendor relations

Provide weekly reports and participate in weekly team meetings via Zoom

Ideal Profile

Graduate of any four-year course or equivalent combination of education and experience

Previous experience in property management, leasing, or a related field

Familiar with different property management software, e.g. Buildium

Basic knowledge of property maintenance and repairs

Familiarity with real estate marketing and advertising

Fluent in English and a tech-savvy

Strong English communicator via phone, text message, and email (Fluent English)

Seeking long-term position with growing company, is trainable/coachable

Excellent communication skills both written and orally

Strong communicator: phone, text message, and writing (email)

Great listener/selling skills with ability to bring customer to take action

Team player, reliable, consistent, appreciates stability, and organized

Directive/strong personality/not easily offended

Seeking long-term position with growing company, is trainable/coachable

What's on Offer?

Fantastic work culture

Flexible working options

Attractive Salary & Benefits

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Generated on: 2024-05-06 by Expertini.Com