



Job Description

Job Title: Business Manager **FSLA Status:** Salaried / Exempt

Reports to: Regional Manager **Supervises:** On-Site Staff

Job Summary:

Administers and maintains all phases of property management operations to include personnel functions, leasing and marketing, maintenance, budget control, advertising and resident relations.

Job Qualifications:

Minimum education: High School

Minimum Experience: 2 Years

Minimum Field of Expertise: Residential Management

Job Accountabilities:

- **Personnel**– Hires, trains, coaches, and evaluates on-site employees. Provides staff with direction, guidance and tools for performing well. Conducts staff meetings on a regular basis.
- **Administrative** – Ensures completion of various daily, weekly and monthly reports in a timely and accurate manner. Processes and approves payment of invoices on a timely basis. Performs a variety of duties associated with payroll/financial reporting and monitoring. Reviews reports and makes operating recommendations. Promote and teach safe work practices. Runs errands as necessary.
- **Training** – Completes all training courses assigned within the time frame requested. Monitors staff for completion of training requirements within time frame requested.
- **Leasing**– Understands and complies with state landlord-tenant law and Fair Housing laws and standards. Ensures implementation of resident retention and renewal programs including Lease Expiration Management (LEM). Reviews renewals and prepares rent increases according to budget, market conditions, and unit availability. Monitors closing ratios and applicant screening process.
- **Marketing** – Analyzes and monitors market conditions to anticipate changes or trends that could affect profitability. Supports overall marketing efforts and recommends changes in promotions, advertisements, rent and pricing strategies. Prepares marketing plans.
- **Maintenance** – Monitors maintenance activities to ensure resident requests and maintenance programs are performed according to company standards. Inspects common areas, shops, storage, models and vacant units on a regular basis. Ensures at least 50% of vacant units are ready at all times.
- **Profitability** – Achieves the highest possible Net Operating Income (NOI) through effective cost control and revenue improvement. Prepares and follows guidelines of operating and capital budgets. Supervises and ensures collection of all rent and other property income.

Competencies:

- **Problem Solving** – Identifies and resolves problems time efficiently; Gathers and analyzes information; Develops solutions; Uses reason.

- **Project Management** – Develop project plans; Coordinates projects; Communicates changes and progress; Manages project team activities.
- **Communication** –Speaks and writes clearly and concisely; Presents data effectively; Gets clarification when necessary; Able to read and interpret written information.
- **Planning/Organizing** – Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

Work Environment:

- Required to sit, walk property, reach with hands/arms, bend, lift, and climb. Required to lift light to heavy weights (5-50 pounds).
- Exposure to adverse conditions such as: extreme heat, extreme cold, wet/humid, outside weather conditions. Additional exposure to: moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals and electrical shock.

Other:

- Must furnish your own vehicle and have the ability to drive safely.
- Valid driver’s license and good driving record.
- Proof of automobile insurance
- **Performs other related duties as assigned or requested.**

I am applying for the position of Business Manager. I have read to have had read to me the job description for this position. Based on my ability and understanding of the job description for this position, I will:

___ Be able to perform the functions of this job without any reasonable accommodations.

___ Be able to perform the functions of this job with the following reasonable accommodations:

1. _____
2. _____
3. _____
4. _____
5. _____

___ Not be able to perform the functions of this job.

Signature

Printed Name

Date