

## MANOR REAL ESTATE

### Job Description – Property Manager

<b>JOB TITLE</b>	Director of Manor Portfolio		
<b>LOCATION</b>	St. Louis, MO	<b>JOB TYPE</b>	Full-Time   M-F: 8:30AM – 5PM

#### GENERAL DESCRIPTION

Manor Real Estate, a full-service real estate firm in the St. Louis Metropolitan area, is seeking a dynamic and detail-oriented Property Manager to join our growing team to oversee a portfolio consisting of residential and commercial properties. We're looking for an enthusiastic individual with strong organizational skills, a positive attitude, and a passion for excellence. This role offers opportunities for professional development and future advancement within the company. The ideal candidate will excel in prompt and through communication with tenants and vendors and ability to utilize technology while thriving in a family-like team environment.

#### JOB DUTIES

- Property oversight and maintenance
- Regularly visit properties to ensure quality and visit tenants
- Supervise vendors and oversee repair and maintenance requests
- Tenant relations and management
- Onboarding new tenants
- Marketing of vacant units
- Financial management inc. collection of rents and expense oversight
- Maintain detailed records
- Provide financial reporting to ownership

#### REQUIREMENTS

- Experience with Property Management
- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills with ability to multi-task and work independently
- Must be a quick thinker and problem solver
- Must possess a pleasant and professional attitude
- Ability to manage interruptions and demonstrate the discipline of a self-starter
- Must be proficient in QuickBooks Online, Microsoft Word, Excel, and Outlook, as well as general office skills
- Must be able to pass a background check
- Strong customer relations

Manor Real Estate provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

To apply for this position, please send your Resume and Cover Letter to:  
**HR@ManorRealEstate.com**

