

## Community Manager Posting

### *Job Summary:*

*Community Manager is fully accountable for all day to day property operations, overseeing and enhancing the value of the property. Manager must accomplish the property objectives set forth by Area Manager, Broker, and Owner. These objectives will include maximizing occupancy levels and property values. In addition, Manager will train, educate, and instruct office staff on completing day to day functions involved property management.*

### *Community Manager Duties:*

- Conduct all business in accordance with company Policies and Procedures, , Fair Housing Laws, Americans with Disabilities Act, Fair Credit Reporting Act, and all other laws pertaining to residential housing.*
- Understand, analyze and evaluate monthly operating reports and write the property owner's report in a clear, concise form.*
- Train, motivate and supervise all on-site staff in order to achieve operational goals of the assigned community. This includes annual performance reviews, review and approval of time records, instructing and advising on-site staff of procedures and guidelines.*

### *Scope of Work to include but not limited to:*

*Administration work, daily reports to corporate  
Leasing / Marketing / Lease Renewals  
Rent Collections  
Work order maintenance management  
Customer service  
Training abilities*

### *Requirements:*

*Real Estate License required  
Previous experience in apartment community setting as manager  
Bi-Lingual preferred  
LIHTC experience preferred (Section 42 & Section 8)  
Experience in Yardi  
Strong leadership skills  
Excellent customer service skills  
Experience with financials and reporting  
Computer knowledge: MS Word, Excel, and Outlook*

**Please contact Human Resources to apply:**

**480-596-3350 x 407 call or email [hr@celticpropertymanagement.com](mailto:hr@celticpropertymanagement.com)**