

[Property Manager](#)
Continental Properties Company
Job Description

Continental Properties Company, Inc. is looking for the absolute best and brightest to join our team of dedicated professionals as a Property Manager at our beautiful Springs at Knapp's Crossing residential apartment community in Grand Rapids, MI.

This position is empowered by the Director of Property Management to act as a business leader responsible for the operation of their Springs community. Our Property Managers are responsible for delivering an exceptional living experience for all residents while creating a positive and productive work environment for their team.

This position offers participation in a lucrative lease-up Occupancy Gain Incentive program, giving the Property Manager an ability to earn 50% or more of their base salary in variable pay!

What You Will Do:

- Lead and direct all business, sales, marketing, and customer service for the Springs community
- Utilize cutting edge recruiting tools and systems to lead all hiring and onboarding activities
- Motivate and engage your team, fostering their continuous growth and development by creating and maintaining a highly positive and vibrant work environment.
- Develop and manage the operating income/expense budgets and capital budgets
- Assume full responsibility for the overall performance of the community and the well-being of residents

What We Need:

- 3+ years of residential community management experience required

- Experience leading, developing, motivating, and managing teams
- Equipped with an unmatched passion and dedication to customer service
- Track record of success in creating and managing budgets and increasing a community's net operating income
- A highly approachable personality equipped with excellent communication skills and an ability to maintain dynamic interpersonal relationships
- Someone who thrives in an empowering work environment with limited supervision
- Ability to use electronic communication professionally and efficiently, with previous experience in Onesite, Ops Technology, YieldStar, Lead2Lease and Compliance Depot preferred
- Ability to work a non-traditional schedule including evenings and weekends as needed

Continental Properties Company, Inc. is an equal opportunity employer.

For the benefit of our residents, the communities we serve, and our co-workers, all applicants are required to pass a post-offer criminal background check prior to joining the Continental team.