

Esperanza has an immediate opening for a full-time **Property Manager** to join our team!

Esperanza is a faith-based community development organization committed to raising awareness and identifying resources that strengthens the Hispanic community.

Esperanza continues to grow our real estate portfolio and is looking for a detail-oriented, dynamic, and motivated individual to assist managing commercial and residential properties in the Philadelphia area. Applicants must possess a strong understanding of how to create a sense of community while providing an exceptional customer service experience and the ability to balance the needs of multiple parties.

Responsibilities include:

- Manage all activities associated with tenant requests, tenant files, move-ins, move-outs, lease renewals, rent collection, coordinate the maintenance team, provide maintenance reporting, and document tenant interactions.
- Assist Facilities Director with RFP's and vendor selection, manage service contracts, purchase orders and manage vendors' proof of insurance files.
- Show properties, qualify prospects, process lease applications, and work to retain a 100% occupancy rate.
- Oversee the day-to-day operations of the buildings, including cleaning and maintenance and assist with event setups.
- Ensure the day-to-day implementations of policies and procedures that will assure a well-managed and well-maintained building.
- In the absence of Facilities Director, Property Manager must provide "in charge" responsibilities for the property. These responsibilities include on-call 24 hours, manage and delegating maintenance staff and contractors.

Desired Knowledge, Skills, and Abilities:

- Detail oriented, customer service experience, ability to work in a fast-paced environment, ability to work with staff in solving problems.
- Knowledge of property management concepts and practices, building systems, and city codes is essential.
- Capable of managing multiple projects and priorities.
- Bachelor's Degree from a College or University with 2 or 3 years of industry experience/or equivalent combination of education and experience.
- Must be independent, self-motivated, and must have strong organizational skills.
- Ability to respond to emergencies and work weekends and evening hours.
- Ability to communicate effectively with individuals or groups both in writing and verbally. Bilingual (English/Spanish) is required.

Esperanza offers a comprehensive employee health & wellness benefits program. Salary is commensurate with experience. Our office is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should forward a resume & cover letter to: jobs@esperanza.us and indicate Property Manager in the subject line. For more information, check us out on the web at: www.esperanza.us

EOE