

Building Manager

A property management company is looking for a building manager to manage a property located in the south west suburbs of Chicago

Responsibilities include:

- Physical Assets
 - Manage physical assets according to needs and budgetary restrictions
 - Manage customer use of physical assets; ensure an attractive and safe environment is provided for residents, staff and visitors
- Compliance
 - Ensure compliance with all lender and governmental agency regulations; ensure compliance by staff and residents of company rules and regulations
 - Institute and follow up eviction proceedings as required
- Manage Staff
 - Manage goal setting; prepare for and conduct performance evaluations; motivate and train staff
 - Manage the hiring and termination process
- Resident Relations
 - Act as liaison between resident and Owner; create solutions to resident issues while managing Owner's costs
 - Approve prospect applications in a timely manner and perform lease signings/ building orientations and move-in inspections
- Accounting
 - Property budget - preparation and management of rent schedule; preparation of building budget; management and control of expenditures within approved operating budget
 - Monitor accounts payable

Experience, Knowledge and Skills:

- 2-3 years building management experience, preferred
- Knowledge and experience of Section 42 tax credit program, required
- Must be able to effectively manage, motivate, train and coach staff
- Have the ability to handle stressful situations and work well under pressure

Please send resume and cover letter to hr@renaissancecos.us EOE