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FT Multi-Site Property Manager/Caretaker
GC Real Estate Partners - Willmar, MN
\$40,000 - \$50,000 a year

Are you a motivated self-starter with a passion for property management and a drive to succeed? We're looking for a FT Multi Site Property Manager to join our team and take the lead on the day-to-day operations of one or more of our newly constructed communities in Central MN. Possible locations may include Willmar, Hutchinson, and/or Litchfield, MN.

Key Responsibilities:

- Foster strong resident relations and create a welcoming community environment.
- Manage the full leasing process - from engaging prospective residents to lease signing.
- Conduct regular property inspections to maintain quality standards.
- Oversee occupancy and fiscal management, ensuring efficient operations and budget performance.
- Maintain excellent curb appeal and coordinate maintenance needs as necessary.
- Handle administrative duties related to resident files, rent collection, and reporting.
- Routine Caretaking and cleaning duties.
- Light maintenance duties (changing light bulbs, snow removal, weeding, making new key fobs, etc.)

Schedule:

- Primarily Monday through Friday from 8AM to 5PM.
- This position requires the team member to be on-call for after hours emergencies.
- This position requires the flexibility to work occasional evenings and weekends as business needs dictate, including but not limited to leasing activities, resident events, emergency situations, and other operational needs.

What We're Looking For:

- A proactive, independent problem-solver who takes initiative.
- Strong interpersonal and communication skills.
- Experience in property management or a related field is a plus.
- Ability to manage time effectively and juggle multiple priorities.
- Detail-oriented with a customer-service mindset.

This is a full-time position with competitive pay and potential for growth within our organization. If you're a go-getter who thrives in a fast-paced environment and enjoys working independently, we want to hear from you!