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FT Property Manager

GC Real Estate Partners - Becker, 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 Property Manager** to join our team and take the lead on the day-to-day operations of one of our newly constructed communities in Central 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.
- Light caretaking and cleaning duties.
- Light maintenance duties (changing light bulbs, making new key fobs, etc.)

Schedule:

- Primarily Monday through Friday from 9AM to 6PM.
- 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!

Apply today and take the next step in your property management career!