

Market Edge Realty LLC

Director of Property Management

You know that feeling you get when you wake up knowing that you are making a difference, adding value to people's lives, and being a trusted member of an expanding team? Would you describe yourself as detailed, service oriented, knowledgeable, thoughtful, communicative, and love the ever growing means of technology? Well, we are looking for professional sales experts – people who can recognize opportunity, create their own path of success, and are action oriented. You can make a difference and we are looking for amazing individuals to join our growing business!

A North Phoenix based real estate brokerage has a great opportunity for you. We are looking for a real estate Director of Property Management to help manage our properties with our team! The right person for this opportunity will be great at organizing lists and prioritizing tasks in a timely, efficient manner with an impeccable eye for detail. Leadership skills are imperative and required to run our business smoothly. Hard work is rewarded financially and in other ways. Experience is important, but most importantly, you will need to exhibit passion, pride, and ownership in what you do!

Job Description:

- Oversee revenue growth in accordance with company's goals.
- Ensure expenses are maintained at the company's approved percent of income.
- Ensure company's systems and processes are followed by all team members.
- Manage the following departments within the company: Inside Sales, Outside Sales, Field Service Representatives, Maintenance Coordinators, Front Desk Receptionists, Office Managers, Accounting Specialists, Training Managers, Human Resources, Listing Coordinators, and Application Processors.
- Other office and administration duties to be assigned.

Job Requirements:

- Bachelor's Degree (MBA preferred).
- Professional designations strongly preferred – CPM, RPM, MPM, CRPM.
- Amazing attitude – cheerful and confident.
- Impeccable personal appearance.
- Ability to work onsite daily in office and maintain professional atmosphere.

- Previous experience of successfully managing of at least 15 team members.
- Confident using multiple platforms of technology.
- Become certified in any software the company utilizes to service clients.
- Have a **STRONG** basis in working with Excel, Word, Office 365, Google Docs, Google Sheets, Rently, AppFolio, Propertyware, Quickbooks, CRM Software. Salesforce experience is a plus.
- Be **THE** Ambassador for the company's mission, vision, and unique selling proposition.
- Pass a Background & Credit Check.
- Pass a Drug Test.

Compensation:

- \$20 per hour + Commission Commensurate on Experience.
- Position is W-2.
- Position is Full-Time.

Shift TBD.

Extras:

- Monday-Friday – Weekends are for relaxing!
- All Federal Holidays Off!
- Company Parties – We are family!
- Comprehensive assessments upon hire to determine your style of working – We use these to get to know you better so we can all work together without workplace drama, plus it helps to determine your best skills to use to your advantage!

Opportunities available to obtain more education and certifications through our company... we want to INVEST in you!

Please apply to join our fast-growing company in a fun and upbeat Team environment!

*****Please call (480) 561-0069 and follow the instructions on the recording.**