

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. 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 duties to be assigned.

Job Requirements:

- **Must have an Active Arizona Real Estate License by the first day of employment.**
- 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 strongly preferred.
- 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.
- Position is W-2.
- Position is Full-Time.

Shift TBD upon hiring.

*****Please respond to this ad by sending your resume via your personal email to HR@MarketEdgeAZ.com.**