**Sample Job Description—Regional Property Manager *(Highlights)***

**Basic Function**

* Responsible for maintaining the integrity of the physical asset and maximizing the returns from the asset in accordance with the Company's mission, vision, and objectives.
* Responsible for training and development of all personnel assigned, either directly or through others.

**Relationships**

* Reports to Vice President of Property Management.
* Supervises all on-site personnel at properties assigned.
* Maintains relationships with peers and all other departments within the company.
* Maintains relationships with suppliers, vendors, and others serving the Company or the property.

**Activities**

The activities listed here are not all-inclusive; rather, they indicate the types of activities normally performed by this position.

* Maintaining the physical asset—
	+ Supervises employees and contractors.
	+ Assures adherence to specifications (contractual; operations manual).
	+ Conducts formal site inspections of building interior and exterior.
	+ Makes recommendations for physical repairs and/or replacements.
	+ Ensures observance of safety regulations.
* Marketing and leasing—
	+ Supervises leasing personnel.
	+ Regularly evaluates market conditions and property comparables.
	+ Implements marketing plan.
	+ Periodically reviews rental applications and lease forms for accuracy and compliance with established policies and procedures.
* Makes recommendations to improve marketing and leasing programs.Rent management—
	+ Supervises rent collection in accordance with policies and procedures manual.
	+ Approves and monitors rental rate recommendations for new leases and renewals based on current market information.
* Financial reporting and control—
	+ Reviews and helps develop annual property management plan and operating budget.
	+ Reviews all monthly financial reports.
	+ Approves payments (payroll, invoices).
	+ Approves expenditures in accordance with Company policy and procedures.
* Administration—
	+ Handles employee selection, training, and control, and assures that all supervised employees comply with the appropriate policies and procedures.
	+ Interfaces with outside professionals regarding legal, accounting, insurance, tax, and other matters, as appropriate.
	+ Ensures property files and records are maintained.
	+ Continually improves management and technical skills.
	+ Spends agreed-upon percentage of time on obtaining market knowledge, community relations, and asset evaluation.

**Qualifications *(Ideal)***

* Minimum of five years experience at on-site and supervisory levels.
* Real estate license (if applicable).
* Strong leadership and motivational abilities.
* Exceptional communication skills and ability to interact with wide range of people.
* Attentive to detail.

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