



Job Title: Onsite Property Manager
Department: Property Management
FLSA Status: Non Exempt

POSITION TITLE: Onsite Apartment Manager/Maintenance Tech

COMPENSATION: Work 8hr/week for Apartment and Utilities, 32 hours/week at \$11 per hour for pay, Medical, Dental and Flex after 90 days, Vacation and Holiday after 1 year.

POSITION SUMMARY:

The Onsite Manager performs Apartment Maintenance and basic office tasks necessary to ensure consistent operation of the property. All wait list, intake and leasing paperwork is not processed by the Onsite Manager, it is handled through the corporate office. The Onsite Manager is called upon to function in the following areas, but not limited to:

- Establishing and promoting a positive community environment.
- Acting as a liaison for Property Management.
- Performing administrative responsibilities.
- Complete maintenance of and on the property.
- Ensure and Complete turns in a timely manner. (3-7 days),
- Track and Complete work orders in a timely manner. (1-5 days)
- Enforce the apartment Lease Agreement, the Rules and Regulations and the established policies and procedures.
- Prioritize tasks to ensure all are completed timely.
- Maintain the landscaping and walk property daily.
- Respond to after hour/ emergency calls

If you feel you are qualified and want to apply for this position:

You MUST submit a St. Vincent De Paul (SVdP) Job Application at <http://apply.svdP.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.