

Property Manager

Knoxville, Tennessee

\$60,000-\$70,000 Annual Salary based on qualifications and experience

An 80-year-old, family owned and operated Realty company is looking for a Property Manager to join their growing team! The Property Manager will Supervise on site managers and manage tenant relations.

The Property Manager will be responsible for:

- Obtain subcontractor quotes/estimates
- Managing multiple Tenant relations
- Collecting rent from tenants
- Composing detailed monthly property reports
- Supervising multiple on-site managers.
- Coordinating and overseeing property inspections, repairs, construction and maintenance
- Paying property expenses, including taxes, mortgages, payroll, insurance premiums and maintenance costs
- Reporting the property's financial status, occupancy and expiring leases to property owners
- Advertising vacant properties and hiring a leasing agent to find tenants as needed
- Other duties as assigned

The Property Manager will excel with:

- College Degree in relevant field Preferred
- 3 + years in Commercial Property management experience preferred
- Requires broad understanding of commercial contracts and tenant leases
- Management of data systems Position requires excellent communication skills, problem-solving and highly organized multi-tasking
- High Proficiency in Windows Outlook, Word, Excel, Publisher, PowerPoint, Google, KGIS, Photoshop, Adobe Acrobat & Skitch
- Knowledge of commercial development and construction preferred
- Must be highly organized
- Motivated, self-starter

The Property Manager will be rewarded with:

- \$60,000-\$70,000 Annual Salary based on qualifications and experience
- Comprehensive Benefits Available
 - Medical 100% coverage
 - Dental
- 10 Paid holidays a year
- Paid time off on an accrual basis. One week vacation on year 1, two weeks year two.
- 401k plan available
- Opportunity to work in a great team environment!

Must be authorized to work in the United States without sponsorship

This Company uses E-Verify to confirm identity and employment eligibility

To apply, email samanthaj@snellingknoxville.com