2022-12-12

Vacancy summary

Property Manager / Asset Manager

GEO1456576

Tbilisi

Education : Bachelor, Bachelor of Professional

Experience : 1 year - 3 years

Industry : Real Estate

Contract : Long term

Availability : Part Time

Languages

English : Fluent

Vacancy details

Job Title: Property Manager / Asset Manager (remote, 20 hrs/week)

Job Description: Property Manager / Asset Manager for apartment buildings real estate portfolio in the U.S. Great command of the English language. Real estate/property management experience is preferred. Customer relations management experience is a plus. Work is fully remote, 20 hrs/week. 2 month paid initial period with the goal of full-time position at end of term.

Job duties:

 Property management: tracking rent collection, making and receiving payments online; communicating to tenants, preparing leases, notices, agreements; online supplies/appliances purchases; maintaining expense lists, monthly financials for properties; short term rentals/AirBnB communications and management.

 Construction and repairs management: full construction and repairs management; finding and communicating with repairmen/contractors for construction work; calling repairmen/servicemen/cleaners for maintenance tasks.

 Asset management: making sure overall property business plan is executed to the best and fullest, and according to original business plan specifications, in terms of both timeline and financials.

 Rental/sales management: creating sale and rental postings on various platforms; responding to renter/sale messages and phone calls and scheduling showings/viewings; sending rental applications/background check to candidates and reviewing those; communicating to agents, attorneys and other transaction constituents.

 Financing, insurance, tax, zoning management: preparing lender paperwork, communications; shopping for best home insurance rates; performing tax appeals; calling lenders, insurance providers to find best terms; communicating to zoning departments and navigating rules and applications.

 Paperwork management: filling in various forms and paperwork including but not limited to licensing paperwork, assisting with tax returns, title work, savings/brokerage/retirement account opening and management

 Working from home with WhatsApp / Zoom communication and weekly progress reports.

Skills:

o Bachelor's degree or other equivalent qualification with an excellent command of verbal and written English.

o Knowledge of MS office suite applications: Word, Powerpoint, Excel etc.

o Excellent writing skills for online posts; Attention to detail at filling in paperwork

o Project management, construction management and business execution skills

o Customer relationship skills, Real estate/property management skills

o Critical thinking, decision making skill, communication skills, organization and prioritization skills, planning skills, time management skills, diligence in tasks, problem solving skills

o Conscientiousness and Strong work ethic; Confidentiality with dealing with private information

How to Apply:

 To apply for this position, send resume and contact information to stefan@realtyquant.com, with Property Manager / Asset Manager as email subject line.

Contacts