



## Vacancy summary

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# Property Manager / Asset Manager

GE01456576



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

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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

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