

# B-G&G Management, LLC.

*Experience Apartment Excellence*

**Dali Place - Degas Manor – Monet Manor – Monet Place – The Pines of Gretna – Pines II**

## **Property Manager**

### **Description:**

The Property Manager has full responsibility for maximizing all phases and performance of their property. Direct and supervise all staff to achieve the financial and occupancy goals of the community while maintaining the property in good physical condition and appearance. Thorough understanding of the competitive market, budget management and providing exceptional service are required. Manager will also implement policies and procedures, supervise maintenance of building and grounds, administrative functions and monitor the performance of vendors and contractors.

Some weekend and early evening shifts may be required.

### **Responsibilities and Qualifications:**

At least two years of property management experience are required. The following responsibilities are expected and skills are preferred:

- Supervise on-staff personnel, contractors and vendors.
- Control expenditures and approval of accounts payables to insure all procedures of management are being followed by management contract.
- Responsible for budgeting, payables, accounts receivables and payroll of community.
- Direct community maintenance and improvements, including standards on curb appeal.
- Conduct regular inspections of property, planning, scheduling, preventative maintenance and capital improvements.
- Enforce community rules and regulations, resident retention,
- Direct (and able to complete) data input of leases, move ins and move outs, rental collections, vacancies, and reports
- Complete 'month end' completion
- Responsible for handling eviction proceedings, deposit dispositions and collections.
- Direct marketing, advertising, and rent comparisons as directed by Managing Partner.
- Responsible for the accounting of property(s)
- Human resource management and training
- Strong computer literacy with MS Word, Excel, E-mail and Internet
- Proficiency in apartment software required
- Exceptional organization and time management skills required

*Criminal background investigation and drug screen required*

**Baton Rouge District Office – 763 Monet Drive #103A; Baton Rouge, LA 70806 – 225-923-2797**

**Gretna Office – 112 Homes Street; Gretna, LA 70056-2552 – 504-367-6222**