



# SIGMA ALPHA EPSILON

## BE TRUE.

<b>Job Title:</b>	<b>Property Manager</b>	<b>Job Type:</b>	Exempt/Full-time
Department:	Financial and Housing	Supervisor:	CEO of F&H
Prepared by:	Gregory Somers	Prepared on:	March 7, 2017
Approved by:	Gregory Somers	Approved on:	

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*The Property Manager reports to the Chief Executive Officer (CEO) of the SAE Financial and Housing Corporation ("F&H"), and assists the CEO with all F&H operations. Responsible for facilities management throughout all F&H owned and managed properties. Manage properties within the approved processes and procedures and in accordance with the requirements of local, state, and federal regulations. This position will be based out of the Fraternity Service Center but requires occasional travel to visit properties.*

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### **Primary Responsibilities:**

- Ensure the safety of all tenants living in properties owned and managed by SAE F&H
- Manage, coordinate, and exercise functional responsibility for Facility Management services within assigned facilities
- Ensure total Lease compliance, accurate and timely reporting, and resolve critical impact tenant relations issues
- Ensure compliance with portfolio wide initiatives and required local, state and federal laws and regulations that pertain to the operating of facilities
- Review and update capital replacement plan for each property
- Manage inventory/equipment tracking for each property
- Manage move-in/move-out checklist for tenants
- Assess and assign financial responsibility of tenant related damages
- Manage maintenance requests from tenants and house directors
- Manage all aspects of Property Management Software
- Recommend capital improvements and repairs to Board of Directors
- Obtain quotes for capital improvements and repairs
- Ensure that proper maintenance, code requirements and code inspections are completed for fire alarm, fire sprinkler systems, HVAC, kitchen equipment including hood suppression systems, grease trap cleaning, etc. are being performed on a timely basis
- Receipt, review and entry of accounts payable into the bill-pay system
- Provide daily and weekly reports on maintenance status updates
- Performs additional job duties as assigned

### **Qualifications:**

- Bachelor of Arts or Bachelor of Science Degree
- Strong interpersonal skills and problem solving ability
- Excellent verbal/written communication and presentation skills
- Proven record of providing excellent internal and external customer service
- Knowledge of standard business and accounting practices
- Advanced computer skills with emphasis on Excel and possess the ability to analyze data
- Strong organizational, management, and supervisory skills

- Experience in matrix management organization desirable
- Knowledge of RFP processes and bidding for upgrades and repairs
- General knowledge on construction, electrical, plumbing, HVAC
- Knowledge of real estate, telecommunications, furniture, accounting and building systems
- Demonstrated ability to develop successful relationships with and influence relationships to benefit company
- Membership in Sigma Alpha Epsilon is preferred, but not required