

## **Sample Job Description — Regional Property Manager (*Highlights*)**

### **Basic Function**

- Responsible for maintaining the integrity of the physical asset and maximizing the returns from the asset in accordance with the Company's mission, vision, and objectives.
- Responsible for training and development of all personnel assigned, either directly or through others.

### **Relationships**

- Reports to Vice President of Property Management.
- Supervises all on-site personnel at properties assigned.
- Maintains relationships with peers and all other departments within the company.
- Maintains relationships with suppliers, vendors, and others serving the Company or the property.

### **Activities**

The activities listed here are not all-inclusive; rather, they indicate the types of activities normally performed by this position.

- Maintaining the physical asset:
  - Supervises employees and contractors.
  - Assures adherence to specifications (contractual; operations manual).
  - Conducts formal site inspections of building interior and exterior.
  - Makes recommendations for physical repairs and/or replacements.
  - Ensures observance of safety regulations.
- Marketing and leasing:
  - Supervises leasing personnel.
  - Regularly evaluates market conditions and property comparables.
  - Implements marketing plan.
  - Periodically reviews rental applications and lease forms for accuracy and compliance with established policies and procedures.
- Makes recommendations to improve marketing and leasing programs. Rent management:
  - Supervises rent collection in accordance with policies and procedures manual.
  - Approves and monitors rental rate recommendations for new leases and renewals based on current market information.
- Financial reporting and control:
  - Reviews and helps develop the annual property management plan and operating budget.
  - Reviews all monthly financial reports.
  - Approves payments (i.e. payroll & invoices).
  - Approves expenditures in accordance with Company policy and procedures.
- Administration:
  - Handles employee selection, training, and control; assures that all supervised employees comply with the appropriate policies and procedures.
  - Interfaces with outside professionals regarding legal, accounting, insurance, tax, and other matters, as appropriate.
  - Ensures property files and records are maintained.
  - Continually improves management and technical skills.
  - Spends agreed-upon percentage of time obtaining market knowledge, community relations, and asset evaluation.

**Qualifications (*Ideal*)**

- Minimum of five years experience at on-site and supervisory levels.
- Real estate license (if applicable).
- Strong leadership and motivational abilities.
- Exceptional communication skills and ability to interact with a wide range of people.
- Attentive to detail.

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