

property manager

the property manager is:

- Team player: you're resourceful, decisive, a problem solver, and hold yourself accountable.
- Dependable: you're committed, reliable, a master of systems, and extremely detail oriented.
- Ethical: you always do the right thing.

job duties:

The Property Manager's role is to manage the day to day operations of the rental department of The Parker Group. The ideal candidate is very detail oriented and responsive with a high level of self motivation with a balance of assertiveness and tact.

- Maintains property rentals by advertising and filling vacancies, enforcing leases, and maintaining and securing premises.
- Maintains owner relationships by communicating and updating owners on a monthly and as needed basis, including responding to owner questions and requests promptly
- Attracts tenants by advertising vacancies, obtaining referrals from current tenants, and showing units.
- Contracts with tenants by arranging lease signing and collecting security deposit.
- Accomplishes financial objectives by collecting rents, paying bills, forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective action.
- Maintains property by investigating and resolving tenant complaints, enforcing rules of occupancy, inspecting vacant units and completing repairs, planning renovations, contracting with landscaping and snow removal services
- Maintains building systems by contracting for maintenance services and supervising repairs.
- Secures property by responding to emergencies as needed.
- Enforces occupancy policies and procedures by confronting violators.
- Prepares reports by organizing and distributing financial data.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.



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content producer

knowledge, skills + abilities

- Property management, bookkeeping and/or administrative experience strongly preferred.
- Bachelor's degree or equivalent experience strongly preferred.
- Proficiency in Spanish is preferred, but not required.
- Excellent attention to detail, good judgment, dependability and responsiveness.
- Ability to manage multiple contractors, vendors, and service providers.
- Highly communicative via phone, text and email.
- Ability to adhere to time sensitive deadlines and follow policies, procedures, regulations and laws.
- Ability to answer occasional after hour calls, as needed.
- Willingness to appear in court as needed for evictions.
- Willingness to travel to properties and to run offsite errands associated with managing properties.
- Proficiency in Google Suite and a comfort with learning new software and technology
- Interest in or experience with Real Estate.

about the parker group

The Parker Group is a premier real estate company that provides unmatched service through innovation, cutting edge technology, communication, and integrity. As the fastest growing real estate company in Delaware, The Parker Group consistently exceeds client expectations, thereby creating an enjoyable real estate experience.

The Parker Group is an independent start up company that has grown exponentially since its start in 2015. The Parker Group attributes its success to strong culture, growth mindedness, and openness to change. With these three tenets, future opportunities for the Content Producer are limitless.

shared team responsibilities

All Parker Group team members share the following duties:

- Keep a positive and team driven mindset
- Reflect on systems and voice ideas for improvement
- Protect and contribute to The Parker Group brand



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