

We are a small but quickly-growing, local Residential Investment Real Estate Company started in 2006 in the Summerville area. We focus on acquiring, renovating and then renting/managing our properties. We manage our own properties only; we do not provide 3rd party property management to clients or the public. The majority of our properties are single-family homes, but we manage small multi-family as well. Our normal rental home is an "older brick ranch" in a low-middle to middle-income area that is more management-intensive (NONE of our properties could be described as "glamorous" or "high-end.").

This position will be fully responsible for ALL areas of property management within our firm.

Candidates should enjoy a variety of responsibilities, must have the ability to handle multiple tasks, be reliable, have strong memory retention, have attention to detail, and be flexible in a rapidly-changing, deadline-driven environment that is always busy and be willing to take on more and help the company grow.

The major duties of this position include:

- 1) Involvement with all newly-acquired rentals: Acquisitions and then initial full renovations/up fit
- 2) Full Property Management: Marketing, Financial Management; Tenant and Occupancy Management; Physical Asset Management; Administration; Risk Management
- 3) Technology: Websites, Prop Mgmt. software, financial systems, and all Microsoft Office systems
- 4) General office duties common to a real estate property management firm
- 5) Multiple special projects related to property management & rentals as assigned by owner

Preferred Applicants would have a combination of the following:

- Either some college w/ 3+ years of property management experience or 6+ years of property management experience
- Detailed working, current knowledge of the local Housing Voucher (Section 8) government programs
- Able to effectively execute ALL property management functions with little owner oversight
- Embrace a strong work ethic; have integrity; exercise confidentiality, dependability & trustworthiness
- Highly-organized & be able to demonstrate excellent verbal & written communication skills

Compensation is competitive-- salary with paid flex days (vacation/sick) and paid holidays but no medical benefits. A generous mileage reimbursement is included. This is a full time+ job with normal hours of at least 8 AM to 5 PM with phone calls/e-mails in the evening/weekends with extra time as needed if the workload is heavier. Our company is currently located in the Ladson/Summerville area.

Position to start in October 2015. If this job sounds like a job for you, please apply to CharlestonOfficeManager@gmail.com now with your resume, a cover letter and your salary requirements. Interviews to begin September 23rd (No recruiter replies please)!