Business Name: Richdale Apartments

Business Address: 13500 Noel Road, Houston, TX 75240

Contact:
Kimberly Escobar
(402) 390-5276
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Open Position Job Title: Multi-Site Property Manager – Dallas

Website: https://richdale.com/employment

Compensation Type: Hourly

Pay Rate or Salary Range: Based on experience

Benefits: Yes

Job Level: Full-Time Position

Overview:

Be a part of the team that develops and manages the best Class A communities in the Midwest! Richdale Apartments, a family owned and operated company which has continued growth since 1918, is hiring for a Regional Property Manager. As a leader in the national owner / developer industry of luxury multi-family communities and commercial properties, we strive to cultivate a fun, productive, and exciting work environment where hard work is recognized and rewarded. Teamwork is at the core of our culture, and we are always seeking talented individuals to join our winning team! If you are a team player and a top performer, this very well could be the place for you. Apply today!

Be an integral part of the management team that oversees some of Houston's finest luxury apartment communities. The Regional Property Manager is fully responsible for the marketing and maintenance of the assigned properties, the supervision of all team members working at the assigned properties, and all resident relations and retention for assigned properties.

Responsibilities:
The Regional Property Manager would be fully responsible for the operations of the assigned apartment communities. Responsibilities would include:

- Conduct physical inspections (exterior, interior, vacancies), inventories, physical plant and overall systems. Have authority to contract improvements, deferred maintenance projects, including all capital improvements
- Project and forecast property income expenses
- Develop and train general managers
- Authorize overtime for all personnel
- Schedule weekly staffing
- Increase profit by driving sales, conducting specials, and implementing improvement.
- Conducts job interviews, hires qualified candidates, disciplines and administers personnel policies
- Shop competition and employees quarterly to evaluate for increases
- Prepare and analyze weekly vacancy, traffic and cable reports
- Evaluate risk management and prepares emergency response direction in the event of a crisis
- Handle all escalated service issues within the assigned portfolio
- Other duties as assigned

Qualifications:

- Strong people skills
- Exceptional organizational skills
- Excellent supervisory skills
- Superior phone etiquette
- Professional, positive image
- Minimum of 5 years experience in managing people and projects
- 4-year college degree or commiserate experience

Applicants must apply at [https://richdale.com/employment](https://richdale.com/employment). Please send any questions to Richdalerecruiting@richdale.com.