



Free Property Management Job Description

Job Title: Property Management Specialist

We at MetroResidential Estates are on the lookout for a proactive Property Management Specialist to manage our diverse residential portfolio. A successful candidate will manage tenant relations effectively, oversee routine property maintenance and inspections, and strive to enhance tenant retention. The candidate's primary role will be essential in maintaining seamless property operations and maximizing profitability.

Responsibilities and Duties:

- Analyze and handle tenant inquiries, complaints, and requests in an immediate and professional manner.
- Conduct tenant screenings, manage lease signings, and carry out before/after move-in/move-out inspections.
- Uphold lease agreements and property rules/regulations. Address any lease violations timely and effectively.
- Develop positive relationships with tenants to encourage long-term tenancy and tenant satisfaction.
- Routinely inspect properties to identify and address maintenance and repair needs promptly.

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R Barnett



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