

Regional Property Manager Williston, ND

Energy Real Estate Solutions (ERES) is a full service commercial real estate firm focused on helping energy companies and investors to maximize their real estate portfolio. We provide brokerage, development, property management, investment, joint venture, and other real estate advisory services to organizations seeking specialized, knowledgeable support in and around the world's most active energy sites.

JOB DESCRIPTION

We are currently looking for a full time Regional Property Manager to join our team in Williston, ND. As a Regional Property Manager, you will be responsible for all operational and financial aspects of a portfolio of properties and meeting company goals. Results are achieved by facilitating the optimum performance of the properties in areas such as personnel management, leasing, collections, resident services, maintenance, revenue enhancement, capital improvements, information reporting and compliance with all applicable laws and company policies. This position operates within and contributes to an environment in compliance with Fair Housing laws and Equal Employment Opportunity.

RESPONSIBILITIES

- Supervise Property Managers, Assistant Property Managers and maintenance staff including delegating work, reviewing work, maintaining deadlines, training and scheduling.
- Maintain property occupancy by effectively retaining residents and successfully marketing property to attract new residents.
- Plan, organize records and set goals for each property. Complete financial reporting (accounting month-end), analysis and strategy to meet properties' goals; troubleshooting, as needed
- Implement and support policies, procedures and industry business practices.
- Conduct market analysis to set weekly/monthly leasing goals.
- Approve lease applicants.
- Administer HUD recertifications, if applicable; audit samples quarterly.
- Evaluate current market conditions and competition.
- Increase revenue while maintaining controllable expenses including revenue collections and delinquency control
- Provide customer service to residents resolving any issues that may occur and ensuring maintenance completes service re-quests in a timely manner.
- Coordinate resident activities and correspondence.
- Contact and negotiate with vendors.
- Obtain bids and manage capital improvement projects according to company guidelines and budget.
- Prepares the consolidated annual budget for all properties; reports to client/owner regarding monthly financials, operations analysis, and leasing activity reports for all locations; reviews and approves all reporting from the properties before presenting these to the responsible Portfolio Manager
- Adherence to the approved budget for all properties and closely monitors and reports on variances; forecast cash flow for the properties; reviews and reports on real estate tax assessments; and ensures required municipal reports are filed correctly and on-time
- Oversee Accounts Payable, Accounts Receivable and general bookkeeping.
- Maintain curb appeal by walking/inspecting property and vacant units.
- Conduct Human Resources functions: recruiting, interviewing, performance reviews, salary reviews, new hire orientation, terminations.
- Ensure company policies and procedures are met.
- Be available to owners at all times. Participate in meetings with the owners.
- Travel from property to property is required.
- Coordinate and lead staff meetings, as necessary.
- Assist other properties, as necessary.
- Other responsibilities as assigned/needed.

REQUIRED KNOWLEDGE AND EXPERIENCE

- Bachelor's degree; or at least 6 years of property management experience including at least 3 years at the level of Property Manager
- Property Management license required by law
- CFM, FMA industry certifications recommended; other Engineering, Business or technical training or certifications a plus



- Breadth and depth of experience in leasing, construction, engineering and all facets of property operation and building management
- Strong management and leadership skills and experience with human resource and performance management processes
- Knowledge and experience with financial accounting in Commercial & Residential real estate, financial reporting and budgeting
- Excellent technical, interpersonal, and analytical skills required
- Excellent written and oral communications skills required
- Strong computer and systems knowledge
- Experience with Yardi or similar property management software

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk or hear, drive, bend, lift and sit at desk in office for long periods at a time. File, stack and sort.

Qualified candidates may submit a resume and cover letter to Amy Hopfenspirger at amy.hopfenspirger@energyreco.com.

EEO STATEMENT

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

