

Job description

A Manufactured Home Community Owner Operator is seeking an experienced Community Manager or Management Team to manage the day-to-day Operations including Sales & Leasing of our 580-site manufactured home community located North of Streetsboro, OH. Onsite housing & utilities provided. Salary range contingent upon Individual Manager or Management Team and Experience/Skill Level.

The candidate for the Manager position will oversee the day-to-day full operations of the community. The candidate will supervise all personnel, including all maintenance aspects of the community, and utilize available resources to maintain the community in excellent physical condition with an emphasis on stable fiscal operation, at all times.

Management Team will be responsible to oversee the day-to-day operations of the community as mentioned above and perform necessary maintenance duties that the community requires to include but not limited to; light plumbing, electrical, home rehab experience preferred, snow plowing, pool repairs, etc. General maintenance knowledge a must.

Some DUTIES and RESPONSIBILITIES would include:

- Rent collections.
- Inspect the community grounds daily to maintain a clean, presentable appearance; identify any unusual activity; recognize and recommend areas for improvement to promote pride in community grounds.
- Inspect any community owned homes on a quarterly basis to ensure the home is being maintained and has no deficiencies that need to be rectified.
- Maintain a professional image and attitude in keeping the objectives of the community and the resident's well-being a priority.
- Responsible for training, supervising and development of all on-site personnel in accordance with company policies, with assistance from the Regional Supervisor.
- Ensure all staff members compliance with company policies, procedures, and performance of duties.
- Communicate any problems promptly, clearly, and make recommendations to Area Manager towards solutions.
- Maintain the community files and records.

- Assist with special projects and administrative tasks.
- Handle and report incidents and emergency situations to the Corporate Office immediately and prepare the proper reports.
- Serve all resident notices, including legal/eviction.
- Oversee water meter reads & review billing statements including utility billing for accuracy.
- Create, maintain, & complete work orders in the program software on a timely basis.

Looking for a QUALIFIED CANDIDATE who possesses the following skills:

- Manufactured Home Property Management skills and experience
- Rent Manager experience a plus
- Knowledge of manufactured home laws and regulations
- Leadership skills, including routinely correspondence with vendors and contractors
- Good organizational and time management skills
- Strong administrative skills
- Computer skills (Microsoft Word, Excel, Outlook, Rent Manager)

Community manager will be required to oversee contractors installation of new manufactured homes as necessary.

Interpersonal communication skills, strong customer service skills, professional image & behavior

Ability to drive a car with a valid driver's license and auto insurance required, position requires individuals to furnish their own vehicle for property business errands

Fluent English, Bilingual a plus

Compensation: Salary, Annual Bonus, Quarterly bonuses, Commission (via sales of homes, Lease Options, Lease Up's, & Brokered Home, plus on-site housing including paid utilities, company cell phone, & monthly gas allowance for personal vehicle.

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Job Type: Full-time

Pay: \$45,000.00 - \$75,000.00 per year-Salary range contingent upon Individual Manager or Management Team and Experience/Skill Level.

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Benefits:

- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Referral program
- Relocation assistance