



Property Management Group

Fayetteville

Property Office Assistant

- \$16.00-18.50 an hour
- Full-time

Full Job Description:

Roots Management Group is a growing property management company that operates manufactured housing communities throughout the US. At Roots you will be a part of an industry-leading organization where you will be challenged, inspired, rewarded, and transformed. As one of the fastest growing manufactured housing community operators in the country, we value those who take initiative, encourage teamwork, and work hard. Despite our rapid growth, we prioritize maintaining an atmosphere of service in all we do. To continually support our employees, we emphasize respect, teamwork, and sincerity in every interaction. Our main focus is cultivating opportunities by understanding needs, creating connections, and empowering individuals. We seek to create opportunities for those who work hard and accomplish goals.

What We Are Looking For:

Join our dynamic team as a **full-time** Office Assistant and embark on a rewarding journey towards becoming a future leader in Property Management. Collaborating closely with our Community Manager, you'll gain invaluable experience and mentorship to ascend to managerial roles.

The ideal candidate possesses a background in multi-family property management or similar office environments, demonstrating proficiency in essential Microsoft applications. Detail-oriented and dedicated to delivering exceptional customer service, you'll play a pivotal role in ensuring tenant satisfaction. If you're ready to elevate your career and thrive in a supportive environment, we encourage you to apply.

Responsibilities Will Include:

- Assisting with growing and maintaining community occupancy, the sales of on-site homes, and site reservations (if applicable)
- Showing homes to potential residents and providing standard information on all available units
- Conducting inspections of homes and/or home sites
- Helping manage all required resident documentation and confidentiality
- Maintaining resident ledgers and keeping the management system up to date
- Assisting in collecting monthly rent and/or fees, and posting payments
- Enforcing community rules, maintaining community safety, and responding to emergencies
- Ensuring the appearance of the property is safe, neat, and welcoming
- Daily resident relations – answering inquiries by phone, email and/or walk ins, planning and hosting events, etc.
- Collaborating with the Community Manager on various special projects
- Other tasks as needed or assigned by management

Requirements and Expectations:

The ideal candidate has some experience in multi-family property management or an office environment of sorts, is proficient in basic *Microsoft* applications, is detail-oriented and provides excellent customer service to tenants.

Schedule:

The work schedule and availability for emergency on-call duty may vary depending on the specific location/community.

Additional Information/Benefits:

- Medical, Dental, and Vision insurance plans
- 401(k) matching
- Short and Long-Term Disability
- Basic Life & Accidental Death Insurance
- Health Spending Accounts (HSA)
- Holiday pay
- Flexible PTO
- Growth Opportunities
- High energy company, a friendly & supportive team environment

Benefits are offered to eligible full-time employees.

To be considered for employment, candidates must pass a pre-employment background check and drug test. We thank all applicants for their interest in joining our team.

Join Roots Management Group and embark on a rewarding career with opportunities for professional growth and development! Apply now to become a valued member of our team.

To Apply:

<https://www.indeed.com/>