

JOB DESCRIPTION

ASSOCIATE BROKER OF FCS RENTALS

PURPOSE OF THE POSITION:

The Associate Broker of FCS Rentals is responsible for the oversight of all operational aspects of a portfolio of office and residential properties of varying sizes throughout Utah.

SCOPE:

The Associate Broker of FCS Rentals reports directly to the Principal Broker and the CEO of HOALiving and must possess a strong knowledge of negotiating and managing vendor contracts, adhere to best management practices important to maintaining the physical asset, effectively market properties, and effectively manage portfolios to sustain and/or increase profitability and value, performing in a manner that contribute to client retention. The Associate Broker of FCS Rentals will provide leadership, direction and support to assigned staff and other team members striving for property management excellence in a cooperative team environment. This position is responsible in assisting in the development and implementation of the company's strategic plan; developing department goals and objectives; directing, managing and coaching staff to ensure best industry practices are being implemented. The Associate Broker of FCS Rentals is responsible for maximizing revenue, minimizing operating expenses and following all company policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess a thorough knowledge of property management operations
- Detail oriented and highly organized
- Effective team skills as a player and in management and leadership of a team
- Skilled in modeling company core values and fostering a collaborative team in a company culture of excellence
- Excellent customer relations skills demonstrating the ability to deal with clients, tenants, vendors and local government agencies
- Exhibit a high degree of diplomacy, respect and trustworthiness
- Effective oral and written communication skills
- Enthusiasm, good attitude, trustworthiness, personal integrity and honesty
- Ability to exercise good judgment and self-management
- Excellent understanding of financial statements and accounting reports
- Computer competency in Microsoft Office, with strong proficiency on Excel and Word, as well as property management software

DUTIES AND RESPONSIBILITIES

- Actively generate new business accounts individually and collaboratively; including, but not limited to, synergy with HOALiving companies and their potential clients
- Retention and client relations with existing clients

- Team building and coaching teams to guide in the development and training of Property Managers regarding regulations; resident retention practices; reporting; and best industry practices for operating procedures
- Rent collections, evictions, accounting, maintenance, and purchasing
- Review/prepare monthly property summaries including variance reports on income statements,
- Visit sites on a regular basis to mentor Property Managers and monitor ongoing issues at the properties
- Write and present status reports to leadership team
- Identify strengths and challenges in each team in order to improve efficiency and effectiveness
- Foster a professional culture where staff can accomplish goals and feel they are valued team members
- Ensure that teams comply with current applicable landlord-tenant law and fair housing law including reasonable accommodation procedures and policy
- Approval of market rent changes, write-offs and reimbursements
- Hire, terminate, train, prepare performance reviews of other employees
- Create, refine and implement operational policies and procedures
- Other duties as assigned

QUALIFICATIONS

- Active Utah Real Estate Broker License required
- Minimum of 5-7 years Property Management experience
- Minimum 3 years supervising a team of employees
- Strong knowledge of the Fair Housing Act
- Bachelor's degree in management/finance or equivalent industry experience
- Demonstrated leadership skills using performance incentives and team-building strategies

WORKING CONDITIONS:

Physical Demands

The Associate Broker of FCS Rentals may spend long hours sitting and using office equipment and computers but will also require walking community inspections. This position also requires some lifting of supplies and materials from time to time.

Environmental Conditions:

This position is located in a busy, open area office. The incumbent will be faced with interruptions and must meet with others on a regular basis.

Mental Demands:

There are a number of deadlines associated with this position, which may cause stress. The incumbent must deal with a wide variety of people on various issues.