

RESIDENT MANAGER

The Resident Manager is the “face” of our company, in addition to being the manager of million dollar asset. For this reason, we value candidates who are enthusiastic about their work and assisting residents with their housing needs. Enthusiastic managers bring creativity and can do attitudes to management challenges, marketing and resident retention efforts, but most importantly they contribute innovative ideas to our team, making Bluestone and Hockley Real Estate Services “A better real estate experience” for our residents and property owners.

JOB REQUIREMENTS

Screening:

Prior to hire all candidates must pass the following assessments and screenings:

- Written test
- Online workplace ethics test
- Credit Check
- Criminal Background Check
- Drug Screen
- Reference check (business references)

Please note: candidates with evictions judgments, felonies or negative credit will not be selected.

Minimum skills, ability and licensing

All site manager positions require:

- Ability to read and write in English
- Ability to perform basic math
- Proficiency in Microsoft office programs
- Type 30 words per minute
- Physically able to stand, unassisted for 15 minutes
- Physically able to climb stairs
- Physically able to lift 15 lbs
- Ability to pass drug screen

If you are applying for a property with more than 50 units, you must have prior apartment management experience.

Job Duties

- Hold regularly scheduled office hours. On call for emergencies.
- Complete weekly property and status reports
- Post internet ads, with photos, for available units
- Create and print marketing flyers for available units
- Respond to calls and emails regarding units available
- Show rent ready units to prospective tenants
- Submit completed rental applications to corporate office for screening
- Complete lease agreement and move in walk through with new residents
- Develop and implement a resident retention program. Renew leases.
- Assist residents with maintenance issues
- Inspect work completed by maintenance and vendors
- Insure property appears clean and well maintained. Pick up litter.
- Keep office, files and keys organized and secure
- Observe Fair Housing and confidentiality in all tasks
- Issue Notices when necessary: 72 hour, disturbance, pet or tow
- Attend monthly manager training courses. Stay informed.
- Complete quarterly market survey
- Inspect vacant units for damage
- Schedule vendors so vacant units are rent ready in 5 days
- Perform annual interior inspections

Please note the following:

- Bluestone & Hockley managers do not collect rent or perform landscaping tasks.
- Managers in part time positions may clean, paint and perform maintenance for additional hourly compensation.
- Depending on the property you may also be required to clean the laundry room, maintain the pool, vacuum interior hallways or water the grounds. A detailed job description will be provided to you during the interview.

Hours and Working Conditions

- The resident manager is a management position, which means you will work independently and may have to work beyond your normally scheduled office hours on occasion.
- To insure you are available to residents and vendors, most management positions require weekend office hours.

Job Locations

Location	Position	Size	FT or PT	Salary	Mgr Unit Size	Pool Onsite	Cat/Dog Ok?
NE Portland	Manager	55 units	FT 35hrs/wk	\$700	2 Bed/1 bath	Yes	No
Milwaukie	Manager	30 units	PT 25hrs/wk	\$300	2 Bed/1 bath	No	No
All	On Call Leasing Agent	Varies	PT	\$12/ Hour	None	NA	NA

To apply for any of these positions, please email your resume to [Maggie Banker](#), Site-Staff Coordinator.