

## **PROPERTY MANAGER**

Time Equities, Inc. ("TEI"), a full-service real estate company, is seeking a full-time, experienced, detail, and people-oriented, team-playing Property Manager to manage a small portfolio of very high-end properties. This position reports directly to the Director of Residential Operations. This is a salaried position and is eligible for an annual bonus.

While compensation will be commensurate with experience and performance, TEI is a loyal EEO employer that provides a work-friendly environment with a broad competitive compensation and benefits package.

## **RESPONSIBILITIES**

Job responsibilities include but are not limited to:

- **Property Management**
  - Manage 2 ultra-luxury condominium properties
  - Attend board and committee meetings
  - Manage a portfolio of rental units within these 2 condos
  - Manage resident concerns and communication
  - Enforce building rules and policies
  - Provide ongoing training and oversight of building staff
  - Maintain written job descriptions for employees
  - Oversee turnover on rental apartments
  - Oversee ongoing repair and maintenance work
- **Residents**
  - Manage resident concerns
  - Handle communications including writing memos, letters, and emails
- **Financials**
  - Help prepare the annual budgets
  - Manage expenditures based on the approved budget
- **General**
  - Respond promptly to all emergencies
  - Maintain well-organized files on all matters relating to the operation of the property
  - Serve on condo and co-op boards as a sponsor representative
  - Oversee construction and periodic special projects

## **REQUIREMENTS**

- College Degree and 5+ years of Property Management or equivalent experience
- Strong communication skills both verbal and written
- Strong mechanical knowledge and aptitude
- Team player and calm under pressure and eager to learn
- Detail-oriented
- Influencing and negotiating skills

**BENEFITS AND PERKS:**

- Broad competitive compensation and benefits package including Medical, Dental, Vision, Life, and Disability insurance
- 401(k) Retirement Plan with company-matched contributions
- Eligible to elect other voluntary benefits including FSA, additional life insurance coverages
- Up to \$3,500/year in tuition reimbursement for continuing education relevant to one's job.
- Tax-free benefits for mass transit or parking expenses
- Access to an Employee Assistance Program for services including counseling, financial and legal consultation, referrals for care service, and more
- Opportunity to enroll in an internal mentorship program
- Opportunity to serve on various internal committees such as the Change Committee and Wellness Committee
- Health and wellness opportunities including discounted gym membership options with NYSC and Class Pass
- Paid time off including vacation, sick, and personal days

**Come join a great company and start a rewarding career path in a booming industry!**

If you are interested, please send a resume, salary expectations, and short cover letter explaining specifically why you should be the one selected to [jobs@timeequities.com](mailto:jobs@timeequities.com)

**WHO WE ARE:**

Founded in 1966, Time Equities, Inc. ("TEI") has been in the real estate investment, development, and asset and property management business for more than 50 years. TEI currently holds in its portfolio approximately 36 million square feet of residential, industrial, office, and retail property including about 5,000 multi-family apartment units, approximately 580,000 square feet in pending acquisitions, and 1.7 million square feet of various property types in stages of pre-development and development. With 327 properties across 33 states, 5 Canadian provinces, Anguilla, Germany, Italy, the Netherlands, and Scotland, the TEI portfolio benefits from a diversity of property types, sizes, and markets. There are concentrations in the Northeast, Southeast, Midwest, and West Coast of the U.S., and new markets around the world are always being evaluated.

Time Equities, Inc. does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business needs.

For more information, please visit our website at [www.timeequities.com](http://www.timeequities.com)