



Year-Round Property Manager

- Physically perform necessary custodial & maintenance work.
- Enforce guests and owners to follow Rules & Regulations.
- Vacuum pool, empty trash cans around pool, test pools.
- Perform trash and recycling services and keep areas neat and tidy.
- Provide access to property and units as required.
- Process work orders & coordinate with office.
- Coordinate yearly inspections: alarm, sprinkler & fire.
- Process rental paperwork & check deposits to main office.
- Advise office, Board and Supervisor of any property issues, safety concerns, and make recommendations.
- Attend Board Meetings, Owners Meetings and Conference Calls.
- Work with Board and owners as requested.
- Oversee pool testers & pool attendants.
- Promptly respond to texts, and phone calls from Supervisor and Office.
- Duties as assigned by Supervisor.

Skills needed:

Focused on excellence in customer service, multi-tasking, being resourceful, organized, prompt, work well with others, safety minded, clean driving record, tracking time & projects, planning, spontaneous, keeping clean workspaces, speak professionally to board members, owners, co-workers, guests, contractors and to take pride in work and cross promote company services.

Requirements:

Driver's license or reliable transportation, working weekends in season, responding to after-hours Emergency Service calls, effective communication in person and written.

Estimated Schedule:

40 hr/wk off season (January 1- April 28)	7:00 am – 4:00 pm (1 hr lunch)
48 hr/wk in season (April 29-September 22)	7:00 am – 4:00 pm (1 hr lunch)
40 hr/wk off season (September 23-December 31)	7:00 am – 4:00 pm (1 hr lunch)

Salary:

Starting at \$44,200 based on experience & skills with option for health benefits, IRA, Wellness Program, Uniform Apparel provided. Company Vehicle may be provided for work purposes only.

To Apply: Please email jenn@cabreracompanies.com or you may pick up application at 6203 New Jersey Avenue, Wildwood Crest, NJ 08260. Resumes are preferred with application.