

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

Resident Manager

To be a Resident Manager you will need to have:

- Good interpersonal skills
- Strong communication skills both verbal and written
- Ability to work independently
- Show initiative
- Ability to follow instruction
- Well-developed interpersonal, organizational and time management skills

Responsibilities:

- Be an approachable on site customer service and information representative
- Show suites and coordinate move-ins and outs
- Collect rents and do deposits
- Conduct minor maintenance
- Maintain a clean building inside and out

Qualifications:

- 5+ years of experience managing Residential Properties in a Live-In resident manager role
- Administrative and customer service excellence
- Handyman skills