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Job Title:

Property Manager / New Account Specialist

North Denver Property Management company looking for an A player to join our premier property management company as a property manager / new account specialist. We don't just manage properties; we work to improve the lives of residents and real estate investors through property management solutions. We are looking for someone to join our team who wants more than just a J-O-B; we want a person looking for purpose in their career and vocation.

Position will be tasked with:

1. Managing a portfolio of single-family homes throughout the Denver area
2. Marketing and selling our property management services to local property owners.

Candidate must possess:

1. A very strong moral & ethical foundation - integrity
2. Minimum 3 years experience in property management
3. Current Colorado real estate license
4. Professional appearance
5. Ability to work hard .... very hard!
6. Fun and likeable personality
7. Ability to hustle and close the deal!
8. High degree of self confidence tempered by humility
9. Strong attention to detail and organization
10. Strong communication skills and ability to be articulate

Primary job duties:

1. Prospecting / contacting property investors and selling our property management services
2. Resident / Owner relations
3. Coordinating resident move-outs and security deposit returns
4. Coordinating the make-ready process on vacant homes
5. Maintenance coordination on rental homes

Salary:

DOE, base plus commission. Potential to earn \$70,000+

To apply, e-mail to [info@rentgrace.com](mailto:info@rentgrace.com)

1. Cover letter
2. Resume
3. 1 sentence statement telling me what makes you an A player
4. Tell me what is misspelled in the above listing