



Property Manager – Syracuse, New York

DHM Properties is a large Property Management Company located in Albany, New York. We manage and operate over 7,000 apartments throughout the NY, MA and NH markets.

We are currently accepting applications for a Property Manager to lead the leasing and administrative activities at an apartment community in the Syracuse, New York area. We are seeking a candidate that understands the importance of customer service and who will support the company's philosophy of going above and beyond our residents expectations.

DHM Properties offer competitive wages and core benefits, including health, dental, voluntary life, paid holidays, and paid time off. We also offer a 401(k) retirement plan with company match and Flexible Spending Plan.

Responsibilities Include:

Leasing & Marketing: Monitoring and directing marketing efforts, tracking traffic, and pursuing leads. Qualifying prospective residents and securing appointments. Meeting prospects and showing apartments in an enthusiastic manner, emphasizing selling points, and creating a sense of urgency. Qualifying and approving applications.

Resident Retention: Providing a proactive approach to customer service and resolving resident complaints. Act as a liaison between residents and maintenance staff to solve maintenance requests in a timely and professional manner.

Revenue Management: Manage the collection of monthly rents and other ancillary income. Monitor delinquency and take necessary steps to collect including but not limited to making personal contact, drafting written notice, and initiating the eviction process.

Leadership: Train, motivate and supervise all site staff in order to achieve operational goals. This includes communicating process, procedures, goals, and deadlines to site staff and encouraging accountability. Perform employee reviews, necessitate disciplinary action as required.

Overall Property Condition: Regular inspection of buildings, grounds, and vacant units. Coordinate with maintenance staff and contractors and vendors to complete repairs.

The Ideal Candidate Should Possess:

- Previous experience with apartment leasing and management;
- Strong salesmanship skills;
- Ability to work weekends as required;
- Strong interpersonal skills and the ability to negotiate, listen and manage prospect/resident relations;
- Ability to multitask;
- Working knowledge of Microsoft Word, Excel, and Outlook; and
- Valid Driver's License a must.

For consideration of employment, please complete the [Job Application](#) and submit to jobs@dawnhomes.com