

JOB POSTING

Job Title: Branch Manager (Rexburg, ID) Jacob Grant Property Management

Salary: \$25,000.00-\$30,000.00/Annually, DOE

Job Closing Date (mm/dd/yy): 07-06-2019

Company Name: Jacob Grant Property Management

Contact Person: Paige

Address: 490 Park Ave—Main Office

City/State: Idaho Falls, ID 83402

Phone Number: 208-522-3138 (Front Desk)

Web Address:

Contact email: Paige@jacobgrant.com

General Responsibilities:

Branch Manager (Rexburg, ID) Jacob Grant Property Management

Permanent, Full-Time Position (Monday-Friday) 8:00 am-5:00 pm
\$25,000.00-\$30,000.00/Annual Salary, DOE

We are:

Jacob Grant Property Management manages residential rental properties between Rexburg and Pocatello, Idaho. We endeavor to improve communities and optimize financial performance for real estate investors. We are currently in the expansion phase of growing our level of service along with the amount of investors we serve. In our 11 years of operation we have established a reputation for providing residents and owners with the highest quality properties, services, and community living. We pride ourselves in maximizing the financial performance of real estate for our investors.

Our team at Jacob Grant, takes pride in our core values and are dedicated to demonstrating them in our daily work.

*Confidence – We exhibit professionalism and empathy

*Humor – We see the value of laughter and comradery

*Humility – We ask questions, stay curious, and make no assumptions

*Service to the Greater Good – We serve on every level and strive to put people and community first.

You are:

Building and maintaining genuine relationships is second nature to you. You are a confident, competent, and fun individual with a desire to serve our community and company. You have an understanding of residential properties, excellent customer service skills, experience in a managerial role, and outstanding communication skills. You want to grow your contribution and are willing to fight for the betterment of the company through healthy debate and divergent thinking.

Role Summary:

We are looking for a Branch Manager to oversee the management of our Rexburg portfolio with a goal to maximize asset value, revenue, and customer satisfaction. As a team member you will be responsible

JOB POSTING

to demonstrate our values through all communication. Your role as a branch manager also requires you to create space and encouragement to exercise healthy debate, to grow your impact and grow the impact of each team member.

Key Responsibilities and Duties:

- *Manage all aspects of the Rexburg portfolio and properties
- *Schedule and perform move-in/out process including video and written report
- *Troubleshoot and schedule maintenance requests
- *Dispatch vendors to perform maintenance and make ready's
- *Oversee make-ready process including scheduling vendors, evaluating property condition and communication with owners
- *Perform drive-by inspections
- *Schedule and oversee bi-annual inspections
- *Evaluate and ensure highest quality of work
- *Report to supervisor and participate in weekly reporting
- *Manage all resident, owner, and vendor services, including direct communication.
- *Responsible for telephone and walk-in customer service
- *Monitor and respond to all emails
- *Oversee leasing functions including lease violation follow ups, vacancy assessments, assist in property marketing, prospective resident processing and move-in process
- *Collect rent, mail, and all maintenance invoices
- *Maintain office clerical, records and key systems
- *Responsible for opening, closing, and maintaining branch office

Job Qualifications:

Qualifications:

- *2+ years' experience preferred
- *Ability to track and report on activity and data
- *Track record of building and maintaining healthy relationships
- *Solid computer skills and knowledge of Google, Word, and Excel
- *Self-starter with ability to self-evaluate.
- *Ability to learn accounting software.
- *Ability to communicate effectively under pressure.
- *Preference for detail work
- *Ability to work well under pressure
- *Self-motivation and self-direction
- *Ability to work with/without direct supervision and the ability to become a team leader

Application Process:

TO APPLY:

Submit resume and cover letter to: paige@jacobgrant.com

Jacob Grant Property Management is an Equal Opportunity Employer