



AZRNR – EQUITY ARIZONA REAL ESTATE

Job Title:	Property Manager	Job Category:	Manager
Department/Group:	Vacation Rentals	Job Code/ Req#:	VRPM1
Location:	Remote	Local Travel Required:	Frequent
Level/Salary Range:	Commission Based	Position Type:	Contract
HR Contact:	Rance Fladeland	Will Train Applicant(s):	Yes

Email Application To: info@azrn.com

Job Description

ROLE AND RESPONSIBILITIES

The Vacation Rental Property Manager is one of the most important roles in the company, and is viewed as a key member of the management team. Involved with numerous aspects of ongoing business development, client acquisition, and guest/owner service, key aspects of the position include, but are not limited to;

- **Business Development / Client Acquisition (% of position ~60)** – The largest portion of the Vacation Rental Property Manager role is spent on obtaining new client accounts and expanding business operations, completing preapproved property management agreements, determining rates, marketing and filling vacancies, and handling tenant relations, setting rental rates, and enforcing rental agreements.
- **Customer Services (% of position, 25%)** – The Vacation Rental property Manager will also be responsible for preparing and managing budgets, overseeing maintenance, attracting new tenants, encouraging referrals, addressing tenant complaints, inspecting vacated units, handling operating expenses, communicating with property owners (and guests when necessary) and providing quality guest and owner service. A portion of time is also spent collecting data and researching ongoing property management account revenue and guest reports, and updating property information. The role includes frequent correspondence with other managers and administrative staff as well as office assistant and team leaders.
- **Oversight (% of position 25%)** – The Office Assistant is responsible for working closely with management and the office assistant to ensure proper maintenance of records of income and expenses, signed rental agreements, complaints, maintenance, etc. as well as preparing reports on the financial performance of properties.

MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school diploma/GED, Working knowledge of (or ability to learn) short term property regulations, Proficiency in (or ability to learn) vacation rental property management software, Understanding of marketing and accounting principles. Strong organizational and time management skills. Excellent communication and negotiation skills.

PREFERRED SKILLS

Current Real Estate License or graduate of a recognized real estate school, degree in real estate, property management, business administration or a related field preferred, Experience as a property manager or in a similar role.

ADDITIONAL NOTES

Interest in obtaining real estate license highly desirable

Reviewed By:		Date:	
Approved By:	Rance Fladeland	Date:	7/25/2021
Last Updated By:		Date/Time:	

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