**Entry-Level Property Manager: Location:** Placer County and Sacramento County, United States of America

**Department:** Property Management
**Reports To:** CEO / Senior Director of Property Management Services

### Make your next move an expert one. At Guardian Limited Corporation it’s not our success that sets us apart, it's how we achieve it. Our people are passionate, take ownership and always do what’s right for our clients, people and communities.

Why Guardian? Our enterprising environment needs your expertise to facilitate Guardian’s continued growth. Our nimble, decentralized culture can provide you with a wealth of opportunities to learn about our business and quickly gain experience to accelerate your career.

Guardian Limited Corporation’s Property Management Services Department is seeking an organized, proactive, and detail-oriented individual to join our property management team as an **Entry-Level Property Manager**. This position is ideal for someone looking to begin their career in property management and gain hands-on experience in managing residential or commercial properties. The successful candidate will assist with day-to-day operations, to handling tenant relations, and leasing activities while learning and growing in the industry.

### **Key Responsibilities:**

* **Tenant Relations:**
	+ Serve as the primary point of contact for tenants, addressing inquiries, concerns, and maintenance requests in a timely and professional manner.
	+ Assist in lease renewals, move-in/move-out processes, and resolve any tenant issues or disputes.
* **Property Maintenance & Inspections:**
	+ Conduct regular property inspections with supervision to ensure compliance with safety standards and maintain property aesthetics.
	+ Coordinate maintenance requests and follow up with vendors and contractors to ensure timely resolution of issues.
	+ Ensure properties are well-maintained and presentable for prospective tenants and visitors.
* **Leasing & Marketing:**
	+ Assist with advertising available rental units through various channels (websites, social media, etc.).
	+ Schedule and conduct property tours for potential tenants, providing information on lease terms, amenities, and property features.
	+ Assist with the application process and ensure all required documentation is completed accurately.
* **Administrative Support:**
	+ Maintain tenant records, rental applications, and lease agreements.
	+ Process rent payments, track late payments, and assist in rent collection when necessary.
	+ Assist with preparing reports on property performance, occupancy rates, and maintenance issues.
* **Compliance & Legal Responsibilities:**
	+ Ensure properties comply with local, state, and federal regulations.
	+ Stay informed about industry best practices and any changes in landlord-tenant law.
	+ Assist with preparing documentation for evictions (if necessary) and work with legal teams when required.
* **Team Collaboration:**
	+ Work closely with senior property management, leasing agent, and maintenance staff to ensure smooth property operations.
	+ Participate in property management meetings and training sessions to build skills and knowledge.

### **Qualifications:**

* **Education:**
	+ High school diploma or equivalent required. An Associate's or Bachelor’s degree in Property Management, Business Administration, Real Estate, or related field is a plus.
* **Experience:**
	+ No prior experience required, but a passion for real estate or property management is preferred.
	+ Customer service experience or administrative experience is a plus.
* **Skills & Abilities:**
	+ Strong communication skills (both written and verbal) with an ability to interact professionally with tenants, vendors, and team members.
	+ Excellent organizational and time management skills with attention to detail.
	+ Ability to multi-task and handle a variety of tasks in a fast-paced environment.
	+ Basic knowledge of Microsoft Office Suite (Word, Excel, Outlook). Familiarity with property management software is a plus.
	+ Ability to handle confidential information with discretion.
	+ A problem-solving attitude and willingness to learn new skills.
* **Other Requirements:**
	+ Reliable transportation to travel between properties as needed.
	+ Ability to work weekends or evenings may be required.
	+ Willingness to obtain any necessary licenses or certifications (e.g., real estate license, property management certifications).

### **What Guardian Limited Corporation Offers:**

* Competitive salary and bonuses package.
* Opportunities for professional development and career growth.
* Hands-on training and mentorship.
* A dynamic and supportive work environment.

**How to Apply:**Interested candidates should submit a resume and cover letter to management@guardianlimitedgroup.com