



We are one of the area's leading residential and commercial developers and a part of the ever growing and dynamic greater Rochester, New York community. For over the past 50 years, MARK IV Enterprises has been meeting the growing demands and requirements of housing and commercial needs for today's value conscious consumer.

Imaginative planning marketing, architectural, legal, financial, and field construction personnel enhances our continued expertise in design, site development, construction, and property management. MARK IV has been directly responsible for the construction of over 2,500 single-family homes, town homes, apartments, and senior living facilities in and around Monroe County.

We are currently searching for high-energy professional Rental Manager to manage all aspects of residential rental property, including: marketing, sales, accounting, rental office staffing/scheduling, maintenance, and housekeeping.

Responsibilities:

- Reach out to local community for potential residents.
- Conduct tours, run credit checks, explain lease terms.
- Obtain & file signed lease documents.
- Ensure timely collections; secure early renewals.
- Provide responsive customer service to residents.
- Coordinate and manage maintenance; prioritize repairs & projects.
- Staff rental office during scheduled hours, including weekends.
- Forecast monthly occupancy, with goal of 100%.
- Submit financial reports and competitive analyses to corporate office.
- Perform other related duties as assigned.

Requirements:

- 2-5 years residential property management experience
- Excellent sales and customer service skills
- Strong interpersonal and oral/written communication skills
- Ideal candidate will be a disciplined self-starter with excellent organization skills and ability to follow up multiple projects through completion.
- Basic accounting and clerical skills
- Basic computing and MS Office skills
- Flexibility to work Saturdays and evenings as needed

For confidential consideration, reply to jobs@markiventerprises.com with resume and salary history.

There is no relocation assistance available for this position.
Please, no phone calls, no recruiters.