

Title: Portfolio Manager
Department: Residential/Single Family Home Division
Location: Downtown Seattle
Full or Part Time: Full Time, 40+ hours per week
Temporary or Permanent: Permanent
Salary Range: \$50K+, depending on knowledge, skills, and experience.

Be a key part of one of the leading property management companies in the Seattle area! We are looking for an experienced Portfolio Manager for our Residential/Single Family Home Division. Are you an ambitious and results-driven person? Do you have experience in real estate and property management and leasing services?

The Portfolio Manager will perform all functions associated with property management for a select portfolio of single family accounts and lease up only accounts. This includes management and leasing services to new and existing clients with an opportunity for residential sales as well. This position requires at least two years of experience real estate management, leasing, and sales experience and an active Washington State Real Estate License. This is a full time position with benefits after 90 days.

Interested candidates should reply with cover letter and resume for consideration. Due to the high volume of responses we receive, we regret that we can only contact those candidates most qualified to progress to the interview stage.

All candidates must pass a complete background check, including credit, criminal, and residential history.

Primary Duties:

- Provide management services to existing Phillips Residential Group clients including but not limited to tenant relations, collecting rents, negotiating leases and handling maintenance requests all within compliance with policies and procedures set forth by Phillips Residential Group and Phillips Real Estate Services.
- Provide leasing services to existing Phillips Residential Group clients including but not limited to advertising vacancies, showing units, screening prospective tenants and executing lease agreements.
- Assist Director of Residential Group with procuring new business for leasing and management clients for department.
- Work with other company divisions to cross refer business and build client relationships.
- Bring anticipated problems and recommendations for such to the attention of the Director of Residential Group.
- Update Director of Residential Group on progress of renting units or homes.
- Maintain Washington State Real Estate License as required by law. Attend continuing education courses as required by law.
- Opportunity for residential sales.
- Other duties as assigned.

Performance Requirements (Knowledge, Skills, and Abilities):

- Ability to perform job requirements in a professional manner in keeping with the expectations of Phillips Real Estate Services and conforming with company policies.
- Excellent interpersonal skills interacting with clients, staff, and vendors.
- Excellent organizational skills to perform all operational functions in a timely manner.
- Knowledge of laws affecting property management.
- Knowledge of the property management services and markets.
- Proficient with Microsoft Office products including but not limited to Excel, Word and Outlook.
- Ability to work independently as well as collaboratively and with minimal supervision.
- Ability to work nights and weekends as needed.

Experience/ Skills Required:

- Minimum of two years of real estate management, leasing, and sales experience.
- Knowledge of the real estate industry; preferably property management knowledge.
- College background preferred as well as courses in business, real estate, or related field.
- Active Washington State Real Estate License