

**True Enterprise Ltd is interested to hire a Property /Site Manager
For the following two Mobile Home parks**

**Floral Mobil Home Park
(125 lots)**

Address: 7178 State Fair Blvd, Syracuse, NY 13209
Web site: www.FloralMobileHomePark.com

**Maple Manor Mobile
Home Park (20 lots)**

Address: Century Dr, Bridgeport, NY 13030, USA
Web site: www.MapleManorMobileHomePark.com

Job Title: Property/Site Manage – Mobile Home Park

Job Location: Syracuse – zip code: 13209

Job category: Real Estate, Customer service, Business/Management., Administrative /clerical

Job Type: Contract

Compensation: Base annual salary of \$25,000 to \$30,000 plus annual bonuses based on performance

How to Apply: Please forward resumes to president@floralmobilehomepark.com
Applications will be reviewed as they are received and interviews are set up there after.
Please note - If the posting is still up the job has not been filled.

Property/Site Manager Position:

True Enterprise Ltd is hiring a Property Manager for day to day operation and management of two mobile home parks (Floral Mobile Home Park - 150 lots, 3 houses and one commercial unit and Maple Manner Mobile Home Park - 20 lots) in the Syracuse area. Must be mature, reliable, conscientious and trustworthy.

For additional information regarding the mobile home parks please visit <http://www.floralmobilehomepark.com/>

Job Description:

Primary Responsibilities:

- Collect and deposit rents.
- Ensure rents are paid on time.
- Maintain electronic accounting system (Quick Book)
- Provide necessary documents to the company accountant.
- Manage payment of all company bills and expenses (taxes, utilities, etc.).
- Maintain company's expenses within budget
- Manage day to day operation of the two mobile home parks & houses in an efficient manner by:
 - providing excellent service to the residents and being available to address the tenants needs and deal with emergencies,
 - maintain and improve the physical condition of the parks.

- as necessary implement and enforce park rules & policies to ensure safe, secure, clean and orderly Mobile Home Parks.
- investigate complaints, disturbances and violations, and resolve problems in accordance with park rules and regulations. When necessary work with enforcement agencies (police, etc.) and/or the company lawyer to take appropriate action.
- Actively promote and market vacant space and work with prospective tenants to fill those spaces.
 - meet with prospective tenants to show the house/lot, explain terms of occupancy, and provide information about local area
 - determine the eligibility of prospective tenants
 - collect application fees & deposits and after approval sign a rental agreement with new tenant
- Document and file all necessary information and records.

Additional skills and Responsibility

- Direct and coordinate the activities of contracted personnel and evaluate their performance.
- Plan, schedule, and coordinate general maintenance, major repairs, remodeling and/or construction projects.
- Solicit and analyze bids from contractors for repairs, renovations, maintenance and/or construction projects.
- Make sure all required permits are obtained before start of any new work.
- Maintain contact with insurance carriers, fire, police departments and other agencies to ensure tenants protection and compliance with codes and regulations.
- As necessary take appropriate action to ensure that rent payments are up to date. When necessary work with the company lawyer and take necessary actions.

Qualifications

- Trustworthy and conscientious with proven record
- Excellent interpersonal skills and a collaborative management style.
- Good knowledge of book keeping. Preferred 3 years experience in Property Management.
- Good computer skills and proficient in excel, word, outlook, and access
- Excellent communication skills both verbal and written
- Knowledge of Quicken products such as Quicken Books.
- Past park management skills preferred, but not required

Compensation

Base annual salary of \$25,000 to \$30,000 plus annual bonuses based on performance

After the probationary period of 6 months, True Enterprise Ltd. is willing to sign a contract, for up to 5 year term under the above compensation structure.

Interested candidates must email a cover letter and updated resume to president@floralmobilehomepark.com

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