

## Employment Opportunity: **Full-Time Property Account Manager**

### **Overview:**

The Carlile Group is looking for an individual to oversee the administration of properties and tenants for internally and externally owned investments. This growing business unit provides opportunities for property owners to outsource management of their investments allowing them to grow their portfolio.

Candidate must possess a valid driver's license and be eligible for employment in the United States. This opportunity is offered on a full-time basis with anticipated 40 weekly working hours. Pay is based on skills and experience and is anticipated to range from \$18-22 per hour. Benefits package includes health, dental, and vision insurance, retirement plan with employer contribution, performance bonus compensation, paid vacation, and personal time.

### **Responsibilities:**

- Receive and record rent payments and other property fees from tenants and owners.
- Maintain records and bookkeeping for property revenue and expenses.
- Provide reporting for property's financial status, occupancy, and lease expiration to owners.
- Work directly with internal leasing agent to fill vacancies and ensure execution of lease documents.
- Intake maintenance requests and coordinate maintenance staff and vendors, as required.
- Arrange contracts for maintenance, trash removal, landscaping, snow removal, security, and other ongoing services and managing disputes with these service providers where appropriate.
- Investigate and resolve property complaints where appropriate.
- Tenant Portal Communications

### **Education and Experience:**

Candidate must have a high school diploma or equivalent. Candidate must be well organized, demonstrate a general knowledge of building maintenance, excellent communication skills, and ability to successfully operate our online property management software.

The Carlile Group is a multi-discipline Architectural, Inspection, and Property Management firm located in Manteno, Illinois. The Carlile Group is a vibrant and active growing firm looking for talented individuals who desire to grow with us!

Please email resume and unique cover letter regarding the attributes you can bring to our firm to:

**employment@carlile-group.com**

**or by mail to:**

**Carlile Group - Employment**

**5 S. Main Street**

**Manteno, Illinois 60950**

No phone calls, please.