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Property Management Gig (Columbia) hide this posting unhide

Location **South Carolina**
https://www.genclassifieds.com/x-784692-z

QR Code Link to This Post BSR Home is seeking a part-time EXPERIENCED property manager assistant
We manage 20 single site homes

BSR Home is seeking a part-time property management assistant. If you are detailed oriented, understand basic real estate willing to learn new skills as it pertains to managing rental property owners and tenants, check out the requirements and duties for the job.

Looking for the following skills (not all inclusive)
- Once taught our system, can work independent of daily supervision
- Ability to show available homes for rent (especially during the summer)
- Execute lease agreements
- Liason between the property owner and tenant
- Schedule maintenance jobs with appropriate vendors
- Research basic home maintenance systems
- Schedule and follow up on maintenance requests
- Enter billing in property management
- Process monthly rent payments
- Excellent written and verbal communications

This is part-time position, 2- 3 days per week with flexible hours
Email resume to be considered for an

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