



Job Title: Onsite Property Manager

Job Description

The Onsite Property Manager is Welcome Home Milwaukee's face. This position will be 90% in the field, working in the neighborhoods we manage homes in, showing homes for rent, performing property inspections, and meeting with residents, vendors, clients, and inspectors. The mission of the Onsite Property Manager is to be our eyes and ears in the communities we serve and work with the office team to effectively share information to ensure we are meeting the needs of our customers.

Responsibilities

1. Show homes for rent to prospective residents.
2. Perform inspections of homes:
 - a. Move In and Move Out
 - b. Renewal
 - c. Onboarding
3. Develop positive and proactive working relationships with:
 - a. Customers - Residents and Property Owners
 - b. Colleagues
 - c. Vendors
 - d. Inspectors
4. Keep the business technology platforms up-to-date and accurate.

Skills

1. **Communication.** Communicates clearly and concisely in all mediums (in-person, phone, email, text, and within the business platforms).
2. **Technology skills.** Implements existing business processes, especially within the business technology platforms, and offers feedback for improvement.
3. **Project management and prioritization.** Tracks to-do items, timelines, and goals, and reprioritizes based on urgency and importance.
4. **Problem-solving.** Thinks strategically and creatively to solve problems independently.
5. **Value-Orientation.** Commits to delivering great customer experience, a high-quality product in a timely fashion, and a healthy work culture.
6. **Time Management.** Manages schedule to ensure on-time for each appointment.

Deliverables

1. Effectively manages schedule.
2. Provides timely and accurate feedback on the status of properties.
3. Accurate and up-to-date business technology platforms.
4. Achievement of performance targets.



Your Key Performance Indicators (KPIs)

1. Post to Lease: Number of days from posted until the lease is signed.
2. Day to Turn: Number of days from when a unit becomes vacant until it is move-in ready.
3. Day Vacant: Number of days from move out to move in.
4. Renewals: Percentage of tenants that renew for another year.

Schedule

1. Full-time, 40 hours/week.
2. 5-day work weeks.
3. 8-hour days with a 1-hour lunch break.
4. The schedule is 10:30 am to 7:30 pm - Mon, Thurs and Fri and 8 am to 5 pm - Sat and Sun.

Reports to: Property Management Team Lead

Compensation

1. \$20-25 per hour based on experience.
2. Paid Time Off.
3. 11 Paid Holidays throughout the year.
4. Bonus – earned every week, based on the success of hitting KPIs.
5. You are required to have your own vehicle and insurance. You will be reimbursed for mileage at the current Fed rate.
6. We offer continuing education and professional growth opportunities.
7. We believe in the pursuit of learning – conferences, professional education, etc.

About Welcome Home Milwaukee

We were founded in 2014 on the principles of transparency & accountability. Our team is dedicated to going above and beyond for the residents and clients of the 400+ properties we manage.

Welcome Home Milwaukee's Core Values

- **Always Make it Right** - Regardless of how it makes us look as a team or teammate, we own the situation and make it right.
- **Never Pass the Buck** - Small issues become huge problems, and we always solve the small issues.
- **Own the Outcome** - We deliver results and own the outcome, good or bad, our fault or otherwise.
- **Push the Comfort Zone** - Leave comfort in the dust to push the boundaries of what's possible for our team, residents, and clients

Welcome Home Milwaukee's Core Focus



- **Purpose:** Strengthen Community through Landlording.
- **Our Niche/AOI:** Providing Passivity to Real Estate Investing.

[Predictive Index Job Target](#)