

Stars Staffing Group, LLC.
Interim Community Manager
Job Description

Stars Staffing Group, LLC. is a staffing company that services property management companies in the Portland Metro Area and surrounding cities including, but not limited to Vancouver, Washington and Bend, Oregon. Our team strives to provide STELLAR customer service to our Clients through superb education and training. As a budding and ambitious start up, our employees are asked to work hard, trust our process, and offer suggestions for growth. We believe in teamwork, in individuality and undefeatable quality in service, leadership and kindness.

Position Summary:

Apartment Community Managers are responsible for the everyday operations of an apartment complex. They are generally required to collect rent, coordinate apartment turnovers, handle resident relations, serve notices, maintain the curb appeal of the property, manage staff and communicate with superiors in order to keep the property at optimal performance. As an Interim Community Manager, you are an employee of Stars Staffing Group, LLC., that temporarily acts as a manager for a property without a permanent manager and until a permanent manager is placed.

As an Interim Community Manager for Stars Staffing Group, LLC. your essential functions are:

- Temporarily manages the day to day activities that support physical and financial operations of the property you are temporarily assigned to as directed by the Client.
- Report to Stars Staffing Group, LLC. on a daily basis in order to enhance direct communication with our Client.
- Temporarily assist with property operations including but not limited to: rent collection, apartment leasing, monitoring project waitlists, interim supervision of staff as needed and directed by Client.
- Monitors, collects and posts rent as necessary with strong ability to safeguard money received by residents and coordinating agencies.
- Maintains tenant relations, including responding to tenant requests and complaints. Reports back to Client for appropriate action.
- Works with property maintenance team to coordinate unit turnover preparation, repair and maintenance. Ensures proper notices and entry as necessary.
- Responsible for lease enforcement as deemed appropriate by Client.
- Responds to building emergencies as deemed necessary by client.

Additionally, Stars Staffing Group, LLC. requires the following from our employees:

- Directly operates from established procedures set forth by Stars Staffing Group, LLC. and our Managing Members.

- Understands that previous job experience is not necessary for success in this position, but a scholarly attitude is required as training and education at Stars Staffing Group, LLC. is necessary and integral to our business.
- Adheres to the operating guidelines and Business Code of Conduct and Ethics of Stars Staffing Group, LLC.
- Performs job duties independently and without supervision in a manner that is conducive to the expectations set forth by Stars Staffing Group, LLC.
- Acknowledges and complies with all fair housing rules and regulations and state landlord/tenant laws.

Specific Job Skills:

- Able to retain knowledge of property management practices including applicable landlord/tenant and fair housing rules and regulations plus tax credit compliance practices, policies and techniques.
- Able to retain a working knowledge of basic maintenance and cleaning techniques.
- Basic knowledge of Microsoft Office Suite and related or similar computer programs.
- Working knowledge of smartphone technology, including phone calls, texting and email.
- Good verbal, written and interpersonal communication skills.
- Possesses a team-oriented attitude and can work effectively with others.
- Basic math, attention to detail and organization skills required.

Education:

- High school education or equivalent. Some college preferred.

The duties of the job are primarily performed in an office environment. However, while performing the duties of this job, the employee is regularly required to sit. The employee may occasionally be required to stand, walk, use hands, tools or controls, reach with hands and arms and readily and effectively communicate. The employee must occasionally lift and /or move up to 25 pounds. Vision abilities required by this job include the ability to effectively see within an office environment, which may include long term computer exposure, and to adjust focus accordingly.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All employees may be required to perform duties outside of their normal responsibilities from time-to-time as needed and directed by Client.

Stars Staffing Group, LLC. reserves the right to modify, interpret, or apply this job description in any way the company desires. The job description is not an employment contract, implied or otherwise. The employment relationship is considered "At-Will". The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

Stars Staffing Group, LLC. is an Equal Opportunity Employer.