

Job Description: Junior Property Manager

Junior Property Manager is an entry-level real estate role who assists in the daily administrative, operational, and tenant-facing management of residential properties in Greenfield and surrounding communities.

Core Responsibilities

- **Tenant Relations:** Act as the primary point of contact for inbound calls, emails, and resident portal requests. They address tenant complaints, resolve minor disputes, and handle lease violation notices.
- **Leasing & Turnovers:** Handle showing inquiries, conduct property walkthroughs with prospects, process rental applications, and draft lease agreements. They also coordinate the move-in and move-out inspection process.
- **Maintenance Coordination / Light Handyman Tasks:** Log maintenance requests, schedule tasks for field technicians or third-party contractors, perform simply handyman tasks, and follow up to ensure work order completion.

Key Skills and Qualifications

- **Customer Service:** Strong communication and conflict-resolution skills to handle difficult tenant conversations professionally.
- **Handyman Skills:** Ability to describe property-related issues in writing and to possess skills needed to fix minor problems.
- **Technical Proficiency:** Ability to operate web-based property management application with training
- **Other Qualifications**
 - Must reside in the Greenfield area. Property geography is Greenfield and surrounding Franklin County communities.
 - Must possess a driver's license and a vehicle.

Applicants should apply to:

Conrad Sanford, Managing Partner
conrad@emerson-properties.com
978-502-9646