



FULL TIME

PROPERTY MANAGER

Madison's west side and surrounding areas



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Our Property Managers are responsible for all day-to-day operations of the property. This includes maintaining resident relations, leasing units, managing appearance and maintenance issues. Property Managers need to be able to multitask, prioritize, and problem solve. No two days are the same in property management. On any given day, you could be helping a resident with their move in, showing an apartment to a prospective renter, scheduling outside contractors for carpet replacement, working with our senior leaders on an upcoming capital improvement project, meeting with maintenance staff, planning a resident party, advising company owners on the state of your property, and more! You will report to our Director of Property Management and work with other Property Managers and part-time Leasing Agents.

What you'll do:

- Qualify residents and generate leads
- Manage the leasing process
- Manage turnover of apartment units
- Monitor and update advertising
- Respond to resident issues, complaints, or inquiries
- Show property and units to perspective residents
- Work with maintenance staff to repair apartment units when needed

Who is a good fit:

- Friendly, outgoing personality
- Ability to multi-task and prioritize duties
- Effective communicator
- Good computer skills and ability to learn new softwares
- Problem solver
- Organized work habits
- Reliable and responsible
- Ability to work well with residents and other employees

What we offer:



401K with
3% Match



Competitive
Salary



Health & Dental
Benefits



Continuing
Education Funds



Company Events
& Parties

Apply now! Email your resume and cover letter to ellen@trmckenzie.com



Why work for us?

T.R. McKenzie, Inc. is a growing company, focused on all stages of housing from development, to apartment rental, to home ownership. Our mission is to provide a welcoming, beautiful, and peaceful living environment in the greater Madison community. We want to provide a space that people always feel good about coming home to. We value open and thoughtful communication and encourage a free exchange of ideas. We believe in always doing the right thing and following through with what we say. We strive to create an environment of opportunity and growth for our employees and clients.

For employees, we work closely with you, listen to your professional goals and interests, and help foster your own personal mission. For our customers and clients, we strive to support them from their first apartment to buying their first home and each stage in between.

35

Employees

13

Multi-Family
Apartment
Communities

25

Years in
Business

8

Realtors®

30K

2022
Charitable
Donations

5+

Annual
Company
Gatherings

“

I have been with T.R. McKenzie for five years and I was able to learn and grow as an employee. I started as a leasing agent and am currently working as a Property Manager and Realtor®. The management has been supportive, inspiring, and open to suggestions throughout. Maintenance and management team work well together to keep things running smoothly. It has been a great place to work overall.”

APOO

Property Manager/Realtor®

“

I have worked for T.R. McKenzie for over 11 years and this is the favorite company I've worked for throughout my career. They are open, understanding, and are great people to work for. I would bend over backwards for the owners or any other employee here and team morale is amazing!”

JESSIE

Director of Property Management

T.R. McKenzie Inc. is an equal opportunity employer.

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