



Property Coordinator

Sacramento Region

Join our Team of Property Management Professionals in an exciting field!

We are a Sacramento based company specializing in the management of mobile home and RV communities. Our company is quickly growing as we are acquiring many new properties requiring professional management. We are looking for an enthusiastic team member to fill the high-level support role of Property Coordinator in our home office.

The job of the Property Coordinator is an important one as they provide support for our Operations Team. Job duties include but are not limited to:

- Tracking, renewing and organizing all property permits and licenses. This includes HCD permits, city and state operating permits, health permits, etc.
- Track, schedule and notice all tenant rent increases per the lease agreements, portfolio wide. This task includes multiple states so knowledge of tenant-landlord law, mobile home residency laws, rent control and local laws across multiple states is preferred.
- Assist Regional Managers with scheduling utility separations when needed.
- Assist with preparation and service of all notices in an accurate and timely manner and in accordance to local and State laws and company guidelines.
- Assist Regional Managers with support on new acquisitions by creating tenant communication documents, transferring utility accounts, IT setup, etc.
- Customer service to handle incoming calls to the home office line which could include tenant communications, vendor communication, prospect questions, etc.
- Managing and delegating to an assistant to complete all projects and job duties in a timely and accurate manner.

Applicants should be self-motivated, show initiative, reliable, responsible, communicate well, be organized and be able to multi-task. Applicants that have experience in property management, or mobile home park operations is a plus but not required.

Having knowledge of basic office computer platforms and software is mandatory. Knowledge of Rent Manager, AvidXchange and Office 365 is preferred.

Bi-Lingual (English & Spanish) communicators are a plus but not required.

If you feel you have these attributes and relevant experience you should apply for a chance to be part of a great and fast-growing company in an exciting field. Please send a copy of your resume to nicole@boavidamhp.com and richard@boavidamhp.com for consideration.

Compensation: \$20-\$23 per hour, DOE

Employment Type: Full-Time

Equal Opportunity Employer