



BEMAN GROUP REAL ESTATE

The Beman Real Estate Company is a full-service real estate firm located in Augusta, GA. Our goal is to meet investor's and client's needs through a disciplined, hands-on approach of Acquisition, Brokerage, and Asset Management.

The Property Manager will be vital in driving the communications and processing of workorders and invoicing via our management platform. This role will ensure that the customer service and expertise offered to our clients is of high standard. Always striving for maximum success and the desire of planning and efficiency.

Responsibilities:

- Responds to all tenant requests/concerns within a 24-48 hour timeframe.
- Serve as primary contact for 3rd party emergency facilities i.e the Fire Department.
- Obtains bid estimates and generates work orders to vendors and additional maintenance staff.
- Maintains and presents accurate weekly reports of work orders, statuses and follow-ups upon completion.
- Maintains and presents accurate weekly reports of upcoming lease renewals, delinquencies and files evictions as needed with accompanying communications.
- Assists and collaborates on repair issues along with vendors.
- Creates notifications and manages email communications with owners and tenants, keeping them up to date on occurrences that affect their property.
- Manages and maintains vendor relationships, to include vendor communications, contact list and current vendor's certificates of insurance.
- Reviews vendor invoicing for accuracy.
- Creates and schedules monthly site survey calendar for Facilities Manager.
- Assist in the preparation of the annual property project budget.
- Additional administrative tasks as assigned.

Requirements & Skills:

- Experience in customer service
- Problem-solving skills
- Attention to detail
- Self-motivated
- Strong time management skills
- Experience in Microsoft Suite
- High School Diploma or equivalent
- 3-5 years experience in real estate property management or brokerage.