



Career opportunities

We are seeking a responsible, honest, reliable, did I say honest, real estate professional that will be dedicated to providing our clients and tenants with the highest level of customer service possible. You will assist a property manager with the overall management and administration of a portion of the overall portfolio of properties. Or if you are a licensed Realtor you will be marketing/managing and bringing on new owners as clients to establish your residual income in this industry.

Requirements for Consideration

All interested applicants must submit:

- A brief introduction and/or cover letter
- A resume
- Three professional references
- Fill out the free [personality profile](#), it will take about 5 to 10 min. Attach and email the results into us at Frontdesk@westpropertymanagement.net

Skill Set

You should have:

- Strong written and verbal communication skills.
- Able to provide excellent customer service.
- Above average computer skills, including working knowledge of all Microsoft Office products.
- Excellent organizational skills.
- Motivation to work in a fast paced environment.

Helpful skills:

- Prior real estate experience.
- Working knowledge of Propertyware or Appfolio property management software.
- Experience with construction or property rehabilitation.
- Knowledge of generally accepted accounting principles, account payable/receivable processing, and various forms of accounting software.

A day in the field:

- Coordinating the property turnover and make-ready process, insuring properties are made rent ready in a timely manner.
- Communicating with tenants and owners to manage the lease renewal and tenant move-out process.

- Processing new tenant move-ins, reviewing lease files, and making adjustments to tenant ledgers.
- Running reports and completing various reviews to monitor portfolio performance.
- Sending out 3-day notices and balance reminders to tenants with unpaid charges.
- Doing legal filings at different county courthouses.
- Coordinating recurring maintenance and other periodic property services.

For Licensed Agents

- Come to the Interview with you goals in mind
- Realistic goals not pie in the sky nonsense. Bring with you your 6 month- 12 month- 2nd year- 3rd year and 5th year- goals attach what you want your income to be at each of those time periods. It would be nice if you planned out your personal goals as well. It is not mandatory but if it was filled out it would be nice to get know you better during the interview. I'm looking for a few great people that I want on my team for the next 10 + years, the Interview should be informative on both sides. This may be a great fit for both of us or either side may feel like it's not in our best interest. Either way I hope and wish you the best in the pursuit of accomplishing your goals and financial plans.

Sincerely,
James West