

RE/MAX Lakeside is looking to hire a Portfolio & Property Manager

Portfolio Manager duties:

- Manage 12 commercial buildings in the North Shore, Waukesha & Washington Counties (approximately 100 commercial & residential units)
- Draft lease agreements, handle all tenant inquiries, & all maintenance
- Works with the accounting department & owner directly
- Experience with Sage, a bookkeeping/accounting software, is nice, but not necessary

Property Manager duties:

- Manage clients' properties in the Milwaukee & surrounding areas
- Effective & strong communication skills needed to maintain the relationship between owners & their tenants
- Works with the accounting department & owner directly
- Experience with Sage, a bookkeeping/accounting software, is nice, but not necessary
- Experience with AppFolio is nice, but also not necessary

Candidates with a strong work ethic, organizational skills, who enjoy working individually & within a team, and also demonstrate an overall love for the real estate field are encouraged to apply.

This position is trainable, no experience necessary.

This is a full time, 9am-5pm position, on-site.

If interested, please email resume to Mark Kivley - mark.kivley@gmail.com