

Vacancy Property Manager Part time

Capricorn Investments is looking for a property manager for its apartments and commercial buildings.

Job Responsibilities:

- Maintains property rentals by advertising and filling vacancies, enforcing leases, showing units and maintaining and securing premises.
- Contracts with tenants by signing leases and collecting security deposit.
- Accomplishes financial objectives by ensuring rents are paid.
- Maintains property by investigating and resolving tenant complaints.
- Maintains buildings by contracting for maintenance services and supervising repairs.
- Enforces occupancy policies and procedures.

Property Manager Qualifications / Skills:

- Motivation for sales
- High level of organization and attention to detail
- MBO degree
- Solid knowledge of office software such as Microsoft Outlook, Excel, and Word

Please send your curriculum vitae no later than August 25, 2020 to
capricorn.curacao@gmail.com.