

Real Estate Manager Job Description

Duties and Responsibilities:

- Scout and identify potential clients with property management needs
- Contact potential clients via cold calls, emails, and arranged meetings to offer them management services
- Prepare and present business proposals to clients, highlighting their ability and prior experience in property/estate management
- Oversee the hiring and training of estate management staff/contractors
- Carry out financial obligations such as budget preparation, rent collection, and maintenance of financial records/statement
- Monitor the performance of hired contractors to ensure efficient performance of duties
- Identify and address arising tenant issues/complaints
- Oversee activities that lead up to the sales, purchase, lease or development of an estate property
- Maintain an updated knowledge of property taxes, accessibility and values to ensure efficient management of property
- Provide owners with periodic updates and reports on the status and condition of a property
- Ensure estate operations are in line with government policies and housing regulations
- Proffer recommendations/advice to owners on rental rate and maintenance estimates
- Oversee the marketing and advertising of building vacancies or properties up for sale
- Conduct regular inspection of estate grounds and facilities to ensure they are in good condition
- Oversee the repair and replacement of damaged parts of a building or property.

Real Estate Manager Requirements – Skills, Knowledge, and Abilities

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- Education and Training: The real estate manager job doesn't require much educational qualifications. With at least a high school diploma, you can secure the job, although many employers seek graduates with a Bachelor's or Master's degree in real estate management, accounting, or business administration. Employers usually provide real estate managers with training to improve their skills
- Problem-solving Skills: Real estate managers have good problem-solving skills to provide solutions to tenants' issues and can help resolve legal issues between property owners and/or residents
- Interpersonal Skills: They are well versed in interacting with individuals of varying characteristics
- Organizational Skills: Real estate managers are skilled in coordinating the operation of one or more properties.