

## **APARTMENT COMMUNITY DIRECTOR - Covina, CA**

**Lewis Apartment Communities**, a division of one of the largest Real Estate developers in the nation, has an immediate opening for an experienced and motivated community director at our beautiful 140-unit senior community in Covina, CA.

Quality-built apartments in fine neighborhoods, plus a staff that is responsive and sensitive to residents' needs, are hallmarks of Lewis Apartment Communities. Our dedicated property management professionals enjoy attractive compensation and benefits in a great working environment. We are looking for an exceptional candidate to join our team and share in the opportunities at Lewis.

The successful candidate will effectively create marketing and management programs to maintain optimum occupancy levels, income, staff supervision, property value, community maintenance and EXCELLENT customer service in this beautiful Lewis-owned community.

- Duties will include:
  - Consistent management of the Leasing, Maintenance, and Groundskeeping staff
  - Budgets & Property marketing
  - Maintenance of apartments, turns and all vendor relations
  - Hiring, motivation, monitoring, and rewarding of employees
  - Reports, variances, occupancy, etc.
  - Ensure and promote consistent resident satisfaction
  - Experience with ESite and MS Office (Word, Excel)

**EXPERIENCE in residential property management and apartment leasing is a MUST.**  
**Previous experience with HUD/Subsidized Housing is preferred.**

The right candidates will have 4+ years of property management experience, including a strong supervisory background and knowledge of property budgets and bookkeeping. Basic understanding of landlord/tenant law, Fair Housing, and MS Office skills is also required.

This is a full-time position with full medical, dental, life insurance, and 401k benefits. Annual salary will be commensurate with experience. Excellent opportunity to join a name-recognized, growing company with a strong history and a broad future within Southern California. Join Lewis Apartment Communities and you will be an important part of a winning team with a long history of successful apartment development and management. Our dedication to service is the key to a successful and rewarding future. This culture of both excellence and camaraderie is what makes Lewis Apartment Communities a wonderful place to grow your career. **APPLY TODAY!**

### **LEWIS APARTMENT COMMUNITIES**

**Email:** [careers@lewisop.com](mailto:careers@lewisop.com)

**Fax:** (909) 931-5577

**Follow us on Twitter!** [www.twitter.com/lewisrecruits](http://www.twitter.com/lewisrecruits)

Lewis Apartment Communities is an Equal Opportunity Employer