

## Requirements

- The successful candidate will be a responsible person preferably possessing experience in lease administration and a working knowledge of YARDI software
- Bilingual (Spanish) is preferred but not required
- Applicant must be organized, detail-oriented, capable of writing well and be adept at multi-tasking
- Only serious, dedicated applicants need apply
- Automobile, valid driver's license and current insurance required

## Job description

Peterson Properties, New Mexico's largest landlord, is seeking a Property Manager with exceptional work ethic to contribute to a busy, professional environment at a growing company with plentiful opportunity for advancement. The successful candidate will be a responsible person preferably possessing experience in lease administration and a working knowledge of YARDI software. Bilingual (Spanish) is preferred but not required. Applicant must be organized, detail-oriented, capable of writing well and be adept at multi-tasking. Annual Salary: \$62,000, plus health coverage. Company reimburses for mileage, phone usage, continuing education and real estate licensing renewal fees.

Only serious, dedicated applicants need apply. Automobile, valid driver's license and current insurance required. Employment conditioned upon background check and illicit drug screen results acceptable to employer

### Company Description

Peterson Properties specializes in the acquisition, development, management and leasing of commercial real estate properties in New Mexico. Over the past fifty years, the company has successfully developed or acquired over 5 million square feet of space. Through an insistence on careful, hands on control and integrity in every phase of its operation, Peterson Properties has built an enviable reputation as a leader in the southwest commercial real estate industry. The company deals exclusively with its own assets and employs an experienced, professional staff which includes property managers, leasing representatives and accounting professionals.