



NLH Property Management Services, LLC

518.581.8316 • www.nlhproperty.com

Property/Project Manager – Job Description

\$75,000 – \$85,000 / year

About NLH Property

NLH Property Management is a growing, full-service property management and maintenance company serving residential, commercial, and multifamily properties throughout the Greater Saratoga Springs area. We take pride in delivering exceptional service, quality workmanship, and responsive property care to our clients.

We are seeking an experienced **Property / Project Manager** to join our team. This position is ideal for a highly organized and motivated individual who enjoys managing projects, building client relationships, solving problems, and overseeing field operations. The successful candidate will be responsible for coordinating maintenance and construction projects while ensuring exceptional service and communication throughout every stage of the process.

Position Responsibilities

- Manage residential and commercial maintenance, repair, and construction projects from start to finish.
- Serve as the primary point of contact for clients, tenants, vendors, subcontractors, and field staff.
- Conduct property inspections and identify maintenance, repair, and improvement needs.
- Prepare estimates, proposals, work orders, and project schedules.
- Coordinate labor, materials, subcontractors, and equipment to ensure projects remain on schedule and within budget.
- Manage multiple projects and maintenance requests simultaneously while maintaining a high level of organization and responsiveness.
- Perform quality control inspections and ensure all work meets NLH standards.
- Track labor, materials, and project costs for accurate billing and reporting.
- Respond to client concerns and provide timely project updates.
- Assist with emergency maintenance situations and urgent property issues as needed.
- Build and maintain strong relationships with property owners, tenants, vendors, and contractors.
- Support company growth through proactive communication, problem solving, and excellent customer service.

Qualifications

- 3–5+ years of experience in property management, construction management, project management, or a related field.
- Ability to read plans, scopes of work, and project specifications.
- Strong understanding of residential and commercial building systems and maintenance practices.
- Experience estimating projects and coordinating vendors and subcontractors.
- Excellent organizational, communication, and time management skills.
- Ability to prioritize multiple tasks and projects in a fast-paced environment.
- Strong problem-solving abilities and attention to detail.
- Ability to work independently while also collaborating with office and field teams.
- Comfortable using computers, including Microsoft excel and work, smartphones, email, and project management software.
- Valid New York State Driver's License with a clean driving record.
- Ability to pass a background check and provide professional references.

Preferred Skills

- Experience in property management or maintenance operations.
- Knowledge of construction methods, project scheduling, and budgeting.

- Experience working directly with tenants, property owners, and commercial clients.
- Familiarity with estimating software and property management platforms.

What We Offer

- Competitive salary based on experience
- Weekly pay
- Company vehicle opportunities for qualified candidates
- Health, Dental, and Vision insurance options
- 401(k) with company match
- Paid holidays and vacation time
- Company-provided technology and uniforms
- Consistent year-round work
- Performance-based growth opportunities
- Opportunity for advancement within a growing company

If you are interested in applying for the position of **Property / Project Manager**, please send resumes to lisa@nlhproperty.com or call the office at 518-523-6432.