

Stadium District Flats

Position Description:



Remote Property Manager for Property Repairs, Rental Turns & Renovations

Anticipated workload of approximately 30-40 hours per week

Remote Position

Independent Contractor Engagement

Overview:

Join our real estate investment team at [Stadium District Flats](#), overseeing a growing portfolio of 75+ units and active residential development projects. We are searching for a Property Manager focused on Property Repairs, Rental Turns and Renovation to function as a remote team member. Your role will center on renovations, property repairs, and rental turnovers, ensuring properties are maintained, prepared for new tenants, and compliant with all standards.

Responsibilities:

- ***Property Management & Rental Turns***
 - Oversee and manage the rental turn process during tenant transitions, including:
 - Scheduling vendors and contractors.
 - Ensuring checklist adherence.
 - Ordering supplies and coordinating deliveries.
 - Processing invoices and managing payments.
 - Manage unit inspections before and after tenant occupancy to document conditions accurately.
 - Coordinate renovations and property repairs to ensure properties are move-in ready.
 - Coordinate maintenance requests and manage tenant inquiries regarding repairs.
 - Supervise contractors and vendors to ensure timely completion of maintenance, general property upkeep, snow removal and renovations.
 - Conduct remote oversight of city and housing authority inspections, ensuring compliance.
 - Implement and manage a quarterly preventive maintenance program.
 - Oversee property monitoring and periodic inspections, addressing necessary repairs.
 - Maintain detailed records of maintenance work, inspections, and vendor communications.
 - Screen, interview, hire, and onboard new vendors.
 - Review vendor invoices and coordinate payments.
 - Cover rotating weekends and overnight shifts to provide 24/7 emergency response and tenant screening support during active listings.

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- ***Project Management of Property Renovations & Rehabs***
 - Assist in project management for expanding real estate holdings.
 - Support due diligence efforts and pricing for upcoming renovations.
 - Oversee budgets, contractor hiring, and project timelines.
 - Ensure vendor payments are timely and projects remain within budget.
 - Develop and oversee renovation schedules and project timelines.
 - Review vendor invoices and coordinate payments.
- **Admin and Cross Cutting Efforts**
 - Update and maintain property management databases and CRM software.
 - Manage email correspondence and organize property-related forms and surveys.
 - Support special projects that drive company growth and operational improvements.
 - Provide back-up support for property maintenance and rental turnover tasks as needed.
 - Respond to general resident inquiries and ensure streamlined communication.
 - Assist in coordinating emergency maintenance responses and vendor dispatching.
 - Support other duties as assigned to ensure the success of a small, innovative, and growing team.
 - Lead and implement special projects focused on efficiency and process improvement.

Qualifications:

- Bachelor's degree preferred, or equivalent relevant work experience.
- Hands-on experience overseeing property maintenance through both remote management and onsite corporate operations.
- Demonstrated success working in a remote, highly autonomous environments.
- 5+ years of property management experience, with a focus on renovations, maintenance, and rental turnovers.
- Strong experience managing vendor and contractor relationships.
- Exceptional interpersonal and oral communication skills and confident personality
- Ability to manage and prioritize multiple projects, customers and staff members at the same time, with competing deadline and expectations
- Strong written communication skills
- Must be extremely detailed oriented and attention to detail is required
- Strong mathematical and analytical skills, including budgeting, financial reporting, variance analysis, and cost control for property operations and projects.
- Strategic mindset with strong critical thinking skills, capable of identifying inefficiencies and implementing improvements to optimize company processes, workflows, and operations.

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- Ability to thrive in a remote work environment, being conscious of differing time zones between team members for scheduling and communication purposes
- Familiarity with property regulations, compliance, and housing authorities.
- Enthusiasm for contributing to a growing company in a fast-paced setting.
- Technology savvy critical to success of this position,
- Strong interest in helping to stand up growing company in a fast paced, dynamic environment
- Motivated, self-starter who manages time well and thrives in a rapidly evolving environment working independently
- Ability to find solutions with limited resources and an ability to influence outcomes with customer in mind
- A well-rounded, flexible, energetic, and positive “can do” approach is critical for success in this position
- Demonstrated experience working closely with high-level executives and being receptive to direct feedback from senior leadership.

Work Expectations & Transparency

- **Schedule & Availability:** The contractor must generally be available Monday through Friday during core business hours of 8:30 AM–4:30 PM U.S. Eastern Time (ET) for meetings, vendor coordination, resident communication, and operational support. The contractor will also participate in an agreed rotating weekend and overnight emergency-response schedule.
- **Anticipated Workload:** The anticipated workload is approximately 30–40 hours per week, although actual hours may vary based on property activity, projects, and emergency-response needs.
- **Exclusive Work Hours:** The contractor may provide services to other clients but may not perform outside work during hours billed to Stadium District Flats or engage in activities that create a conflict of interest.
- **Time Tracking & Productivity:** This role requires the use of time tracking and productivity software (Hubstaff or equivalent) for time verification, billing, and project accountability.
- **Method of Work:** The contractor will control the manner and method used to perform the services, subject to agreed deadlines, property standards, legal requirements, budgets, and required outcomes.
- **Independent Business:** The contractor may provide services to other clients, is responsible for applicable taxes and insurance, will provide their own equipment and workspace, and will not be eligible for employee benefits.

Required Tools the contractor shall provide for the Position:

- Your own equipment and workspace
- Laptop with reliable internet connection
- Printer
- Cell Phone able to support required apps
- Scanner or scanning abilities (cell phone apps to scan docs are acceptable)

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- Antivirus software, VPN, and other IT tools to meet company requirements
- Backup power and backup internet

About US

Stadium District Flats [www.StadiumDistrictFlats.com] is our Residential Living brand of Merkeley Ventures. All communities we invest in are self managed under the Stadium District Flats brand. The portfolio includes unique residential homes and apartment communities across the country. At Stadium District Flats we leverage innovative technology to enable remote ownership, utilizing the Flex Property Management model, this removes the need to leverage a patchwork of local property managers across the country. Stadium District Flats invests in distinctive, high-end rental properties that enable our residents to live, work and play locally in urban communities.