



REAL PROPERTY MANAGEMENT ACE IS HIRING | OPERATIONS MANAGER

Real Property Management ACE is looking for an experienced Operations Manager to execute and achieve success for the vision, mission and values of Real Property Management ACE.

ROLE | The role of the Operations Manager is to execute all operational aspects of back and front end management for the business and brokerage operations to ensure operational efficiency, business proficiency and team productivity by providing senior management and leadership.

The Operations Manager will be responsible for Operations Management in the back and front end areas of Brokerage and Business Management providing leadership support for the brokerage and business divisions of Back and Front end of Operations of Office Administration, Property Management and Maintenance.

OPERATIONS MANAGEMENT | RESPONSIBILITIES

The Operations Manager will support the Operations Director's Business Philosophy and Vision as follows:

- Execution of strategic vision to support the long-term growth of the organization.
- Execution of corporate initiatives, strategies, and plans to achieve business growth targets, objectives and goals
- Management of personnel and team leadership
- Ensuring performance excellence, operational efficiency and business proficiency
- Management and leadership of the operations team
- Ensure systems in place continuously meet customer service standards
- Manage the day to day activities and responsibilities of the team
- Manage and lead operations team in the areas to ensure efficiency if daily operations
- Manage and engage a team of staff to ensure growth and efficiency;
- Perform annual occupancy and lease-up projections
- Collaborate with executive leadership team to develop strategic long-term vision

