

LOWE PROPERTY GROUP

SUGAR HOUSE - SALT LAKE CITY, UT

OPERATIONS ASSOCIATE POSITION

lpg

residential

ABOUT THE ROLE

Application Deadline:

N/A

U.S. Work Authorization:

Yes

Part Time/ Full Time:

Full Time

Paid:

Yes

ROLE DESCRIPTION

We are looking for a seasoned property management professional to work out of our Sugar House family office in Salt Lake City, UT. You will be responsible for assisting with all aspects of Lowe Property Group's property management arm, LPG Residential (LPGR), including: preparing and implementing property and corporate level budgets, overseeing staffing and personnel for the LPGR portfolio, overseeing the onboarding/implementation of Entrata property management software, executing various property management strategies and best practices across the portfolio, and much more.

This is a rare opportunity to fulfill a critical role within a young - Utah based and multifamily focused - property management company with tremendous growth potential. Our goal is to provide a flexible, fun, family oriented, and professionally rewarding experience in an intimate and collaborative team environment. The ideal candidate is a proven leader who takes initiative, has a strong work ethic, is intellectually curious, and motivated to learn and grow – with a genuine interest in multifamily real estate, operations, and property management. Ideally, we would like someone who is interested in being in Utah long-term and who has a thorough understanding of multifamily property management. Strong analytical background and familiarity with Entrata or other PMS is a plus. This role will work closely with and report directly to LPG ownership.

PRIMARY DUTIES & RESPONSIBILITIES

- Oversee LPGR budgeting process at property level and assist with budgeting at a corporate level
- Oversee staffing and personnel decisions throughout LPGR portfolio
- Oversee onboarding, implementation, and optimization of PMS (Entrata)
- Assist with weekly implementation of LPG's in-house revenue management system at property level
- Assist with development and implementation of LPGR policies, procedures, and best practices
- Assist with HR, accounting, compliance related functions of LPGR, and training of new and existing employees
- Create, manage, track, and assist with execution of various property management due diligence related activities
- Assist with budgeting and execution of capital projects
- Prepare reports for LPG ownership on property management progress and critical decision points
- Assist with due diligence on innovative solutions or tech upgrades for developments or existing assets
- Assist in creating, preparing, and managing other projects related to the development, design, financing, and construction of multi-family projects

WHAT WE ARE LOOKING FOR

- Must hold an associate or bachelor's degree and be interested in full time employment
- Demonstrated proficiency in Microsoft Office (Excel, PowerPoint, Word, Outlook)
- Experience with Entrata and other property management software is a plus
- Strong oral and written communication skills
- Organized, able to set priorities, meet deadlines, great attention to detail and able to multi-task
- Able to both take direction and show initiative as appropriate
- Dedicated to the field of real estate property management and operations, enthusiastic approach to professional responsibilities
- 3+ years of property management experience is encouraged, thorough understanding of property management is required
- Must work well with others
- Must be willing to work in person at LPG's corporate office in Sugar House - Salt Lake City, UT

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ABOUT LOWE PROPERTY GROUP (LPG)

Lowe Property Group (LPG) is a real estate development and investment firm located in Salt Lake City, Utah. LPG is passionate about the communities we own and operate and continually strives to offer the highest quality product to the residents who call one of our communities “home.”

LPG is continually expanding its presence through both new construction and the acquisition of existing communities. The development arm of LPG is focused on multifamily development along the Wasatch Front and currently has over 1,000 residential units (combined capitalization over \$500 million) under development and construction. The other half of LPG’s business, its private equity arm, invests in multifamily properties and other strategic assets throughout the United States.

LPG Residential (LPGR) is the property management arm of LPG and currently manages three tax credit properties totaling 129 units. An additional 120 market rate units will be joining LPG Residential's portfolio in Q2 of 2023. LPGR has experience through all stages of a property's life cycle including lease-up, stabilization, and multiple successful exits. LPG Residential's parent company, LPG has over 1,400 existing apartment units under management, and another 1,090 in its development pipeline.

LPG Residential's team has over 65 years of combined multifamily development and operational experience. LPGR's goal is to create a seamless transition from development to lease up, property management, and asset management, while maximizing returns and creating a better experience for residents and investors.

Find more information about us at www.loweprop.com.

THE LPG ADVANTAGE



COMPETITIVE COMPENSATION

LPG offers competitive pay, apartment rent discounts, and other benefits.



TIME OFF

Generous paid time off and company holidays.



FAMILY ORIENTED

LPG's unmatched company culture provides the flexibility and support for employees to put what matters most first.



GROWTH OPPORTUNITY

LPG is a young company with tremendous opportunity for career growth.



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