

## Join Our Ohana at IFSH: Site Manager

Integrated Facility Services Hawaii (IFSH) is listed as one of Hawaii's Best Workplaces and Hawaii's Fastest Growing Companies for 2023. We are the facility management industry leaders in janitorial, landscaping, maintenance, and site management services. We offer competitive wages and benefits package, management and technical training, and opportunities for advancement and growth.

Our Site Managers are smart, savvy team leaders with a passion for customer service and enhancing the quality of life for residents. Our Site Managers possess exceptional communication skills, embrace challenges, while overseeing the day-to-day management and property operations, including financial performance, resident satisfaction, and team performance.

Salary: \$41,000-\$72,000 year

Job Type: Full-time, Part-time

Shift and schedule: Monday to Friday, Weekends as needed, On-call

### **Benefits:**

- Competitive salary based on experience
- Health, dental, and vision insurance
- Paid time off
- Paid holidays (including birthday holiday)
- 401k Retirement Fund with Company Contribution
- Free cancer insurance
- Employee referral program
- Opportunities for professional development
- A supportive and collaborative work environment

### **Duties and Responsibilities:**

- Manage and maintain the overall site operations
- Oversee property maintenance, repairs, and renovations
- Respond promptly to resident inquiries and maintenance requests
- Conduct regular property inspections and ensure adherence to safety and quality standards
- Foster a sense of community among residents through events and initiatives
- Coordinate with vendors, contractors, and service providers as needed
- Prepare and manage budgets, track expenses, and ensure cost-effective operations

- Enforce house rules of the community
- Maintain accurate records and documentation related to property management
- Prepare daily activity reports, submit monthly reports to the Board, and participate in monthly Board meetings

**Minimum Requirements:**

- Legally authorized to work in the United States
- Minimum age 18, with at least a high school diploma or equivalent
- Ability to complete pre-employment drug test and if hired, random drug testing
- Ability to pass criminal background check
- Flexible and adapt well to change
- Team Player

**Preferred Qualifications:**

- Supervisory experience
- Prior experience in residential property management
- Strong organizational and communication skills.
- Ability to work independently and prioritize tasks effectively
- Ability to multi-task
- Excellent problem-solving and customer service skills
- Basic proficiency in computer applications
- College degree or related coursework in business, accounting, hospitality or property management
- General knowledge of building maintenance (plumbing, HVAC, electrical), housekeeping, admin, and security

*Candidates without experience will be considered if they have a strong willingness to learn and a variety of other skills or personality traits that fit the position requirements.*

Integrated Facility Services Hawaii is an EO employer – Minorities/Females/Veterans/Disabled and other protected categories.

Please visit our website [www.ifshi.com](http://www.ifshi.com) to learn more about us, our culture and the full list of career opportunities! Feel free to call us at (808) 892-9297 or email [admin@ifshi.com](mailto:admin@ifshi.com) for any questions.