



PROPERTY ONE

JOB DESCRIPTION FOR

Director of Condominium Services

Reports to: Paul F. Dastugue III, CPM
President

Basic Responsibility: Oversees the day-to-day activities of the New Orleans portfolio.

Specific Responsibilities:

- Oversees the preparation of the annual property operating budgets in the portfolio
- Oversees the preparation of the annual property capital budgets in the portfolio
- Reviews and processes weekly accounts payable on the prescribed day established by the accounting department
- Maintain all accounts receivable functions associated with the prescribed portfolio
- Administer all sundry billings as required
- Assist in the administration of all department/company-wide initiatives
- Assist President in all miscellaneous property management duties as needed
- Serve as a liaison with manager/concierge personnel
- Perform routine property inspections

- Oversee and administer the preventive maintenance program associated with the property portfolio
- Administer all purchase orders
- Provide direction and oversight to all on site personnel
- Assist in the administration of all construction associated with the portfolio

Education / Certification Requirements

- College degree or equivalent certified course work
- Certified Property Manager or other related designation
- Louisiana Real Estate License

Behavior Requirements:

- Position requires a positive team-oriented and flexible working attitude
- Must have good time management skills
- Must have a professional and well groomed appearance
- Requires good personable phone and organizational skills
- Punctual Attendance

Disclaimer Statement:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Signatures:

Employee

Date

Supervisor

Date