Synteleia
INDUSTRIES CORP.

Unit 10F 10th Floor One Corporate Place
Maple Grove Blvd. Maple Grove Tejero,
General Trias Cavite, Region IV-A (Calabarzon)
www.synteleia.ph

JOB DESCRIPTION

COMMUNITY / PROPERTY MANAGER
Location: General Trias, Cavite

I. Job Purpose and Objectives:

The Community Manager / Property Manager is responsible for the overall management, administration, financial performance, and operational effectiveness of assigned communities and properties. The role ensures compliance with governance standards, maintains community assets, oversees service providers, manages stakeholder relationships, and delivers high-quality property management services that protect and enhance property value.

The position serves as the primary liaison between HOA Boards, developers, service providers, and company management to ensure the efficient and sustainable operation of managed communities.

II. Job Responsibilities and Tasks:

- Lead and oversee the overall operations, administration, and performance of assigned communities and properties.
- Implement policies, procedures, and operational plans to ensure efficient community and property management.
- Serve as management's primary representative in dealings with HOA Boards, developers, property owners, and key stakeholders.
- Prepare, monitor, and manage annual operating budgets, reserve funds, and capital improvement programs.
- Oversee financial performance, assessment of collections, expenditure controls, and budget compliance.
- Manage vendor selection, contract administration, procurement activities, and service provider performance.
- Direct facility management, maintenance programs, asset preservation initiatives, and improvement projects.
- Ensure compliance with HOA governing documents, company policies, service standards, and applicable laws and regulations.
- Review operational performance, identify improvement opportunities, and implement corrective actions.
- Manage major incidents, risk mitigation initiatives, and operational challenges affecting the community.
- Supervise and manage outsourced facilities management and security personnel, ensuring effective deployment, performance monitoring, compliance with service level agreements (SLAs), and adherence to community standards.
- Serve as the primary coordinator with outsourced service providers, contractors, and security agencies to address operational requirements, resolve service issues, evaluate performance, and ensure contractual obligations are met.
- Supervise, develop, and evaluate the performance of Community Organizers and other assigned personnel.
- Prepare and present operational, financial, and management reports to clients, HOA Boards, and company leadership.

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- Drive initiatives that improve operational efficiency, service quality, homeowner satisfaction, and property value.
- Perform other duties and responsibilities assigned by management.

III. **Job Specifications:**

- Bachelor's Degree in Business Administration, Real Estate Management, Property Management, Engineering, Public Administration, or related field.
- Minimum of 2-5 years of experience in property management, HOA management, facilities management, or related operations.
- Experience in leadership, people management, financial management, property and facility management.

Be part of something bigger.

We're committed to creating meaningful opportunities, strengthen communities, and providing property management services that make a difference.

If you're excited to make an impact, let's build something remarkable together!

Send your updated CV/resume to: signmeup@synteleia.ph