

## **Job Title: Virtual Property Manager (English & Spanish Speaker)**

**Location:** Prishtina, Kosova

### **Company Overview:**

Spaxel is a leading owner, operator, and developer of multifamily housing, committed to providing high-quality living experiences for residents. Our centralized property management team supports on-site operations across a portfolio of multifamily residential properties, ensuring efficiency and operational excellence.

### **Position Summary:**

We are seeking a highly motivated **Virtual Property Manager (Fluent in English & Spanish)** to join our team and manage our rent-stabilized portfolio of multifamily properties in the Bronx, NY. In this role, you will play a crucial part in maintaining high operational standards across our portfolio, ensuring legal compliance, and delivering exceptional tenant experiences. You will collaborate with teams across functions, utilizing your strong interpersonal, analytical, and organizational skills to ensure smooth day-to-day operations.

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### **Key Responsibilities:**

- Oversee daily operations of a rent-stabilized multifamily portfolio, including leasing, tenant relations, rent collection, and maintenance coordination.
- Ensure high occupancy rates by facilitating timely leasing of available units.
- Collaborate with maintenance teams and vendors to ensure all properties are well maintained and repairs are handled promptly and cost-effectively.
- Manage rent collections, resolve delinquencies, and take appropriate legal action when necessary.
- Act as the first point of contact for tenant inquiries and complaints, resolving issues in a timely and professional manner.
- Ensure full compliance with rent stabilization regulations and other applicable laws.
- Develop and manage operating budgets for the portfolio, monitoring expenses to ensure cost efficiency.
- Prepare regular financial and operational reports on portfolio performance.
- Build and maintain strong relationships with tenants, community leaders, and local government officials.



- Advocate for policies that support affordable housing by engaging with local housing organizations
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### **Qualifications & Skills:**

- **Excellent English & Spanish communication skills** (both written and verbal), are essential.
  - Strong organizational skills with the ability to manage multiple tasks simultaneously.
  - Detail-oriented and highly efficient in administrative work.
  - Proactive and self-motivated with a problem-solving mindset.
  - Ability to work independently and collaborate with remote teams.
  - Familiarity with property management software (Yardi, RealPage, AppFolio, or similar) is a plus but not required.
  - Basic knowledge of property management operations is beneficial.
  - Proficiency in Microsoft Office Suite (Excel, Word, Outlook) and Google Workspace.
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### **What We Offer**

- **Professional Growth:** Opportunities for learning, growth, and career advancement within an expanding real estate company.
- **Work Environment:** Be part of a dynamic, forward-thinking team with a global impact.
- **Compensation:** Competitive salary package, commensurate with experience
- **Contract:** In accordance with Kosovo Labor Law
- **Office Location:** Prishtina
- **Schedule:** Monday-Thursday from 2:30 PM to 11:00 PM, with remote work on Fridays from 12:30 PM to 9:00 PM.

If you are a highly organized, ambitious, and detail-oriented individual looking to kickstart or grow your career in property management, we encourage you to apply!

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### **How to Apply:**

To apply, please complete the application by filling out the [Recruitment Application Form](#). If you have any questions, feel free to reach out to us at [careers@spaxel.com](mailto:careers@spaxel.com).

Only shortlisted candidates will be contacted.

**Deadline:** 23.06.2025

