

**Job Title: Junior Virtual Property Manager****Location:** Prishtina, Kosovo

This role is intended for candidates looking to build a long term career in property management, not for those seeking a short term stepping stone.

**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 **Junior Virtual Property Manager** to join our centralized property management team. This role supports on-site property managers by handling a wide range of administrative and operational tasks. The ideal candidate is highly organized, an excellent communicator, operationally minded, and a proactive self-starter. Previous property management experience is preferred but not required.

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**Key Responsibilities:**

- Drive leasing operations by managing inquiries, processing applications, and supporting resident relations.
- Monitor and track rent payments, assist with delinquencies, and generate financial reports as needed.
- Assist on-site property management teams with daily administrative tasks.
- Respond to resident inquiries via email, phone, and online portals in a professional and timely manner.
- Process lease applications, renewals, and move-in/move-out documentation.
- Manage work order requests, coordinate with maintenance teams, and follow up on service requests.
- Prepare and send notices to residents regarding community updates, lease terms, or payment reminders.
- Maintain accurate records of leases, resident interactions, and compliance documentation.
- Support marketing and leasing efforts by managing online listings, scheduling virtual tours, and handling prospect inquiries.
- Coordinate vendor communications, contract management, and invoicing.



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- Assist in reporting and data entry for property performance metrics.

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## Qualifications & Skills:

- **Excellent English communication skills** (both written and verbal) are a must.
- 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 a rapidly expanding real estate company
- **Work Environment:** Be part of a dynamic, forward-thinking team with a global impact
- **Compensation:** Competitive fixed salary + performance bonuses
- **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:** 27.02.2026

