

POSITIONS AVAILABLE
BELL MOBILE HOME PARK ON-SITE
RESIDENTIAL MANAGERS

At 4874 Gage Avenue, Bell CA 90201

DESCRIPTION:

The Bell Mobile Home Park has exceptional opportunities for outstanding leaders! We seek a friendly and enthusiastic Mobile Home Park Residential Management Team/Couple (preferred, but not necessary) on a contractual basis. This motivated team will take a hands-on approach in any and all necessary duties related to the park's administration and management. Their performance will be crucial in maximizing the successful operation of this City-owned property.

REQUIREMENTS:

Applicants must apply as a team (2 applicants), and must live on-site in a two-bedroom residence. Qualified candidates will have 5-10 years property management experience, possess computer (Word/Excel) & maintenance/"handy" skills, and must be bilingual in Spanish. Candidates must also successfully pass a Live Scan review.

Responsibilities include but are not limited to:

Maintain regular communication with Bell Community Housing Authority/City Hall
Review and screen potential rental applicants,
Collect monthly rent and filings,
Manage monthly bills and vendors,
Prepare monthly rental reports,
Maintain organized resident files,
Enforce park rules and regulations,
Promote positive resident relations through organization and participation in various programs including newsletters, garage sales, community activities, and/or celebratory potlucks.
Conduct park maintenance and property inspections

Compensation will include residence, utilities and space rent. Salary is commensurate upon experience. Qualified applicants must fax both resumes and references (including contact information, addresses and phone numbers of properties previously managed) to Ms. Magdalena Prado at (323) 771-9473 (fax) or email in a PDF format to mprado@cityofbell.org