

Community Manager/ KC Property Service, LLC.

KC Property Services is looking for a full-time dependable, organized, and people-focused Community Manager to support a portfolio of associations in Metro Detroit. With at least 1 year of HOA, Condominium co-op or association management experience. In this role, you'll build strong relationships with boards, co-owners, members, homeowners and vendors while helping communities run smoothly and feel well cared for.

We're looking for someone who is proactive, professional, and comfortable juggling priorities while bringing a calm, helpful approach to work.

Qualifications

- Strong communication skills and a natural ability to build positive relationships.
- Ability to manage multiple priorities, solve problems, and follow through with care and reliability.
- Professional judgment, integrity, flexibility, and a service-minded approach.
- Experience working with boards, residents, vendors, budgets, and community management software such as CINC is preferred.

Key Responsibilities

- Oversee the day-to-day operations of an assigned portfolio of associations.
- Serve as a trusted point of contact for board members, co-owners, and vendors.
- Assist with budgets, monitor expenses, and help support each community's financial goals.
- Coordinate projects, support rule enforcement, and help ensure vendors deliver quality service.
- Respond to questions, resolve issues thoughtfully, and help communities feel supported and well managed.

What You'll Love About Working with Us

- A supportive team that includes in-house accounting, assistant managers, and vendor specialists.
- Training, mentorship, and room to grow in your career.
- Competitive benefits, including paid time off, paid holidays, 401(k), and health benefits.
- A family-owned, growing company where your contributions are valued and your work makes a difference.

If you're ready to grow your career in community management and be part of a team that values service, teamwork, work homelife balance and making a real difference, we'd love to hear from you. Contact Bernadette Darns-Jackson – b.jackson@kcpropertyservice.com