

# Job Description

## Property Manager

### Section I.

Job Description (primary responsibilities):

Employee is responsible for managing the day-to-day operations of White Oak Ranch. Employee is expected to run White Oaks Ranch as a first-class operation. The ranch is for the enjoyment of the family and their friends and at times it is rented. Employee will oversee all activities held on the property in a safe and responsible manor. The Employee reports directly to ownership. This position includes but is not limited to:

### Section II.

Planning:

- Employee will develop and implement a schedule for all major repairs and daily maintenance items.
- Employee will keep a schedule of events happening at the ranch
- Employee will develop a financial budget

### Section III.

Execution:

- Employee will manage all staff and third-party vendors
- Employee is responsible for the successful hiring, training, and supervising of all staff and contractors
- Employee is expected to maintain all machinery, grounds and buildings
- Employee is expected to perform heavy manual labor
- Employee will oversee the wellbeing of all animals
- Employee will oversee the equestrian arena facilities
- Employee shall have the property ready for visitors on a moment's notice
- Employee will manage expenses and revenue opportunities
- Employee will coordinate with outside vendors to ensure quality, competency, and proper insurance coverage
- Whenever possible, Employee will try and secure multiple bids to insure value
- Manage and plan crop activities and vegetable garden based on factors such as crop maturity or weather

### Section IV

Skills:

- Self starter
- Highly organized and very effective time management skills
- Is computer literate
- Strong written and verbal communication skills
- Equally strong listening skills
- Ability to multi-task
- Strong mechanics and tooling knowledge

### Section V

Experience:

- 3-5 years experience in a similar position

### Section VI

Attributes:

- Highly efficient and a strong desire to succeed