

JOIN THE JK PROPERTY MANAGEMENT TEAM

Professional | Accountable | Team-Oriented | Results-Driven

PROPERTY MANAGER

ABOUT JK PROPERTY MANAGEMENT

We're not your average property management company. JK Property Management is a values-driven, locally owned firm with over 20 years in Great Falls. Our mission is simple: **We exist to deliver professional, results-driven property management that adds measurable value for both owners and residents.** We believe property management is a disciplined profession built on systems, accountability, and consistent communication. If you're looking for a workplace that values efficiency, precision, and accountability in what you do each day, you'll fit right in here.

CAREER OVERVIEW

As a **Property Manager**, you'll be the main connection point between our residents, owners, and vendors — ensuring every property is well cared for, profitable, and compliant. You'll coordinate operations that maintain property quality, profitability, and compliance. Ideal for disciplined professionals who thrive in organized systems and take ownership of outcomes.

WHO SHOULD APPLY

We hire for mindset first. While we value candidates with industry experience or higher education, we recognize that some skills can be taught — and others simply can't. If you're ambitious, dependable, and eager to learn, you'll find plenty of opportunity here, even without prior property management experience. Don't hesitate to apply if you lack formal experience or education — if you possess the qualities we've outlined, we're interested in you. What we can't teach is enthusiasm, accountability, or pride in your work. The success you achieve here will always reflect the effort, integrity, and attitude you bring each day.

SCHEDULE & BENEFITS

Schedule: Monday–Friday, 8:00 a.m.–5:00 p.m. (some intermittent on-call duties)

Benefits:

- Paid time off after 6 months
- Paid sick leave and holidays
- Merit-based bonuses
- A respectful, professional, gossip-free, team-oriented culture

WHAT YOU'LL DO

- Manage day-to-day operations of residential and commercial properties
- Deliver exceptional customer service to residents and owners
- Conduct property inspections and coordinate turnovers
- Enforce lease terms and maintain compliance with Montana Landlord–Tenant Law
- Maintain accurate records and manage communications through our software systems
- Uphold company values and represent JK with professionalism in all interactions

QUALIFICATIONS

- Valid driver's license, reliable vehicle, and active insurance
- Ability to pass background and drug screenings
- Exceptional written and verbal communication skills
- Highly organized, detail-oriented, and confident using technology
- Dependable, professional, and composed under pressure
- Exercises sound judgment, emotional maturity, and common sense in all situations

WHO WE ARE

We're unapologetically anchored by our core values and expect each of our team members to share our values:

- **We are professional** – We act with integrity in all we do.
- **We are a team** – We succeed together and support one another.
- **We pay attention to details** – Excellence is built on precision.
- **We work hard and give our best each day** – We take ownership of outcomes and deliver results we're proud of
- **We are humble and honest** – We value transparency, admit mistakes, and learn continuously
- **We embrace change and take action** – We adapt quickly, think critically, and move forward with purpose
- **We lead our industry through knowledge and innovation** – We stay ahead of trends, technology and laws to set the benchmark for professional property management.

WHO YOU ARE

You'll thrive here if you:

- Take pride in doing the right thing (even when no one is watching)
- Love structure, organization, and getting things done efficiently
- Communicate well with diverse people and handle challenges calmly and respectfully
- Are dependable, confident, and professional
- Bring a positive attitude and mature perspective to the team
- Want a long-term career — not just a job

You may not thrive here if you:

- Avoid structure, dislike systems, or prefer to “wing it” instead of following proven processes
- Become easily flustered under pressure or respond emotionally to feedback, conflict, or change
- Struggle to communicate clearly, directly, or professionally — especially in stressful situations
- Rely on others to stay organized, meet deadlines, or follow through on commitments
- Prefer to work in a loose, unstructured environment without accountability or expectations
- View this position as temporary or transactional rather than a long-term professional career

PHYSICAL REQUIREMENTS

- Ability to lift up to 50 lbs and climb stairs (up to 3 flights)
- Extended periods of sitting/driving
- Must have reliable, insured transportation

DRESS CODE

- Business professional attire (Business casual on Fridays)

JOIN OUR TEAM

If you're ready to join a team that values honesty, accountability, and growth — and you take pride in bringing structure, efficiency, and excellence to every project — we'd love to meet you.

Apply today and be part of the team setting the benchmark for professional property management in Great Falls.

Interested candidates should submit the following:

- **Professional resume** detailing relevant experience and qualifications
- **Brief cover letter** explaining interest in the position, schedule availability, and strengths you would bring to the role
- **Three (3) professional references** (supervisors or managers preferred)
- Completion of a Pre-Interview Skills Evaluation [Linked here](#)
- Completion of a DISC personality assessment
- Ability to pass a background check and drug/alcohol screening
- Valid driver's license competitive