



Little River Holdings, LLC

Home Office:
2608 Government Center Drive
Manistee, MI 49660
231-398-6840
www.lrhdc.com

Position: Office Manager

Job Summary

The Office Manager oversees day-to-day operations of LRREM, including property management, vendor coordination, financial oversight, and guest services. This role is responsible for both long-term leasing and short-term rental operations, ensuring profitability, compliance, and customer satisfaction. The Office Manager plays a key role in maintaining property standards, managing service providers, and optimizing occupancy and revenue.

Essential Duties

The following is not an exhaustive list of duties. It represents a sample of essential work. The list of duties may change at any time with or without notice at the sole discretion of Little River Holdings.

1. Full leadership and decision-making responsibility for assigned departments, teams and positions as indicated by the organizational chart, including but not limited to recruiting, training, development, mentoring, engagement, work assignments, performance management, measurable results, rewards, disciplinary action, timekeeping. Make employment decisions.
2. Uphold the Seven Grandfather teachings and promote an organizational culture that integrates tribal identity, values, and customs.
3. Manage all aspects of assigned property operations, including retail operations, leasing, guest bookings, check-ins/check-outs, and tenant relations.
4. Oversee short-term rental platforms (Airbnb, VRBO, etc.), ensuring listings are accurate, competitive, and compliant.
5. Coordinate property maintenance and repairs through third-party vendors. Ensure timely service delivery and quality standards.
6. Collaborate with subsidiary leadership to align business development efforts with organizational goals.
7. Maintain accurate financial records, manage budgets, and ensure profitability of property operations.
8. Ensure compliance with local, state, and tribal regulations related to property management and short-term rentals.



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9. Serves as the main point of contact for external stakeholders. Facilitates effective communication and collaboration. Responsible for creating and maintaining LIHTC project Tribal Waiting Lists.
 10. Develop and implement department, function, or team policies, procedures, and forms to ensure effective operations.
 11. Establish, monitor, and improve functional Key Performance Indicators (KPI) to assess performance. Use data-driven insights to refine strategies and improve outcomes.
 12. Oversee the planning and execution of projects in the function and ensure alignment with organizational objectives and timelines.
 13. Safely and efficiently drive to property or other locations in the region.
 14. Manage the department budget and resources according to LRH policy, procedure, and standards.
 15. Identify and implement process improvements.
 16. All other duties as assigned.

Minimum Necessary Qualifications

Candidates for the position of Controller must meet the following requirements, as demonstrated through past employment, education, testing, or a combination thereof:

1. Bachelor's degree in business administration, hospitality, property management, or related field.
2. Five (5) years of experience in property management, including short-term rental operations, and customer service operations.
3. Three (3) years of supervisory or office management experience that must include a verifiable history of vendor management.
4. Proficiency in property management software and online booking platforms.
5. Strong organizational, communication, and problem-solving skills.
6. Ability to:
 - o Manage budgets, analyze financial reports, and make data-driven decisions.
 - o Successfully resolve tenant and guest relations issues.
 - o Handle people in a kind, professional, and firm manner.
7. Certifications/Licenses: Valid Driver License.

Physical and Environmental Conditions



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1. Primarily works in a standard office environment. Climate controlled, well-lit and equipped with standard office furniture and technology
 2. Extended use of computer use (reading reports, typing, video conferencing or financial documents)
 3. Minimal physical exertion is required. Some movement between departments or meeting rooms. Lift up to 10-15 pounds may be necessary.
 4. Occasional physical exertion required for property inspections or vendor coordination.
 5. Regular travel between the office and property locations.
 6. Physically qualified for a Driver's License.
 7. Ability to read and write in English.
 8. Sight, hearing, speaking, and cognitive ability to executive level standards.

Indian Preference applies in accordance with Ordinance #15-600-02

Hiring Salary Range: Negotiable and Commensurate with Verified Qualifications

FLSA Status: Exempt

Pay Schedule: Bi-Weekly

Background Check: Extensive

To Apply: Please submit completed resume, cover letter, education transcripts, portfolio demonstrating past experience, any/all licensure(s) and/or certifications required/relevant for the position, front and back copies of a valid Tribal ID (if applicable) to the following email address: careers@lrhedc.com

Conditions of employment with Little River Holdings includes superior performance in the selection process at the sole discretion of Little River Holdings, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, reference checks and previous work history, passing post-offer drug tests and background checks, possession of valid required documents such as a Driver's License throughout employment, being insurable under the Tribal insurance policy, and successfully completing a ninety (90) day introductory period.

Posted:

Remove: Ten (10) Calendar Days After the Posting Date