



Property Manager – The Admiralty Newport, RI

The Simon Companies, founded in 1966 and based south of Boston, Massachusetts, is a leader in the acquisition, development, and management of multifamily and commercial real estate throughout New England. The family-owned company is known for its commitment to quality, value, and the use of evolving technology. Leveraging industry best practices through participation in organizations like IREM, NEAHMA and BOMA, The Simon Companies remains forward-thinking and well-positioned for the future.

We have an opening for a Property Manager at The Admiralty in Newport, RI to oversee the everyday operations of the property. The successful candidate will have a forward-thinking, leadership mindset. Interested candidates must have 5+ years prior experience in apartment management as well as IREM ARM certification or willingness to obtain. Working knowledge of RealPage/OneSite preferred, Microsoft Word and Excel are necessary as well as demonstrated career progression and a successful track-record of achieving desired results. Experience with budget & variance reports, bidding contracted work and project oversight required. Ability to cultivate a positive team environment to achieve goals is a key to success at The Simon Companies.

Essential Duties and Responsibilities including but not limited to:

1. Administer property operations including rentals, collections, payables, maintenance oversight and resident compliance.
2. Develop and maintain a professional relationship with local housing authority.
3. Ensure community is a desirable destination for prospective residents.
4. Cultivate a team working environment to achieve goals.

Pay Range \$75K to \$110K depending on experience.

Great opportunity to work in a company with room to grow in responsibilities, advancement, and pay. If you enjoy working with people and learning, this may be the right fit for you!

Send resume to kscanlon@simoncompanies.com

Equal opportunity employer