

OCCUPANCY ASSISTANT

Cornerstone Corporation is seeking an experienced Occupancy Assistant for multiple Boston area Section 8 apartment complexes. The ideal candidate will be bright, energetic and enjoy becoming involved in a variety of tasks in a team-based supportive atmosphere. The primary responsibility of this position is to assist in the Recertification process at multiple Section 8 apartment complexes. Attention to detail and ability to work independently on assignments is essential.

Duties include, but are not limited to:

- Assist with recertifications
- Assist with leasing and processing of applicants and new move-ins.
- Assist with general office duties

Qualifications:

2+ years property management experience

CPO, COS, or NAHP certification

Excellent organizational skills

Strong marketing and resident relations skills

Solid computer and communications skills

Ability to communicate effectively, both verbally and in writing

Ability to take initiative and be self-motivated

Experience with Onesite software a plus.

We offer a competitive salary and benefits package that includes paid holidays, sick and vacation time, along with health/dental insurance, 401K plan, and training opportunities.

Interested candidates should send a resume and cover letter, along with salary requirements to jwall@cornerstonecorporation.net

Equal Opportunity Employer

RESIDENT SERVICES COORDINATOR

Cornerstone Corporation is seeking an experienced Resident Services Coordinator for busy Boston Section 8 apartment complex to coordinate and implement services for resident population. The ideal candidate will be bright, energetic and enjoy becoming involved in a variety of tasks in a team-based supportive atmosphere. Must possess good communication and organizational skills and be able to work well with little supervision.

Duties Include:

- Coordinate Resident Services program.
- Identify and select services and resources with local agencies and assist Residents who are in need of these services.
- Work with Property Manager and other Management staff to assist residents with lease violation issues.
- Prepare monthly newsletter.
- Coordinate recreational activities for residents.
- Establish and monitor goals of Resident Services program.
- Develop new programs as needed.

Work Schedule: Monday through Friday, 8:30 a.m. -- 5:00 p.m. May be required to work certain evenings and/or weekends as needed in order to support Resident Services programs that are on-going, in-place, and/or special events, per supervisor's approval.

Qualifications:

BA in human services field.

2+ years experience working with elder/youth populations in resident services, social work or case management.

Good organizational, communication (both oral and written), planning and creative thinking skills
Personable and able to work with and understand the problems and attitudes of a varied resident population.

Ability to communicate well with residents.

Possess good telephone skills and provide exceptional customer service.

Self-starter who works well with little supervision.

Multi-tasker with strong follow-up skills

Must be computer savvy and be proficient in all aspects of Microsoft Office

Demonstrated knowledge of disability issues, including HUD 504 and ADA compliance.

Bi-lingual (Spanish) a plus

We offer a competitive salary and benefits package that includes paid holidays, sick and vacation time, along with health/dental insurance, 401K plan, and training opportunities.

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ASSISTANT PROPERTY MANAGER

Cornerstone Corporation is seeking an experienced Assistant Property Manager for a busy Boston Section 8 apartment complex. The ideal candidate will be bright, energetic and enjoy becoming involved in a variety of tasks in a team-based supportive atmosphere. The primary responsibility of this position is to assist the Property Manager in all aspects of management of the property in a fast-paced work environment. Must should possess strong communication skills-verbal and written; marketing skills; and a professional demeanor at all times. Attention to detail and ability to work independently on assignments is essential.

Duties include, but are not limited to:

- Supervise and monitor all administrative staff.
- Oversee all Wait List Management and processing of all applicant and new move-in files.
- Oversee and directly monitor the processing of all annual and interim re-certifications for a 300+ unit development.
- Responsible for all voucher processing, TRACS files, and EIV reporting.
- Reconcile approved subsidy payments and assist bookkeeping staff in applying payments to resident ledger.
- Must be computer savvy and be proficient with all aspects of Microsoft Office.
- Must possess good telephone skills, customer service skills, work as a team player, a willingness to learn, and be able to effectively multi-task.

Qualifications:

3+ years property management experience

CPO, COS, or NAHP certification

Excellent organizational skills

Strong financial, marketing, supervisory and resident relations skills

Solid budgetary, computer and communications skills

Ability to communicate effectively, both verbally and in writing

Ability to take initiative and be self-motivated

Experience with Onesite software a plus.

We offer a competitive salary and benefits package that includes paid holidays, sick and vacation time, along with health/dental insurance, 401K plan, and training opportunities.

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MAINTENANCE TECHNICIAN

Cornerstone Corporation is seeking a Maintenance Technician for busy Boston area apartment complex. Candidate must be experienced in all aspects of building maintenance, including HVAC, plumbing, electrical, and minor carpentry work. Excellent communication and strong customer service skills a must. Duties include repairs to occupied apartments and common areas, apartment turnovers, light janitorial and snow removal as required. A valid driver's license with your own vehicle and the ability to participate in emergency on-call service rotation are also required.

We offer a competitive salary and benefits package that includes paid holidays, sick and vacation time, along with health/dental insurance, 401K plan, training opportunities and overtime available.

Interested candidates should send a resume and cover letter, along with salary requirements to jwall@cornerstonecorporation.net

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PROPERTY MANAGER

Property Management Company is seeking an experienced Property Manager for a busy market rate apartment complex in Malden. Qualified candidate will direct the efficient operation of the complex; operate within established budget; ensure established property standards are achieved; maintain occupancy at acceptable levels; review delinquent accounts and take required action while responding to resident requests in a timely; efficient and courteous manner.

Qualifications:

3+ years property management experience

Excellent organizational skills

Strong financial, marketing, supervisory and resident relations skills

Solid budgetary, computer and communications skills

Ability to communicate effectively, both verbally and in writing

Ability to take initiative and be self-motivated

Experience with Onesite software a plus.

Compensation commensurate with experience. We offer a rich benefit plan that includes paid holidays, sick and vacation time, along with health/dental insurance, 401K plan, and training opportunities.

Interested candidates should send a resume and cover letter, along with compensation requirement.

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