

FIRST REALTY MANAGEMENT

PROPERTY MANAGER CHELSEA, MA

DESCRIPTION:

Seeking an experienced Property Manager for a 120-unit community in Chelsea, MA. Provides the highest quality product and service by: operating the property within established financial guidelines and budget; ensuring physical plant meets established property standards; maintaining occupancy at established levels; reviewing delinquent accounts and taking required action; and ensuring that staff maintains a professional appearance and attitude, and responds to resident requests in a timely, efficient, and courteous manner.

QUALIFICATIONS:

Must have 5+ years experience managing multi-family rental housing; knowledge of affordable housing programs, Section 8, preferably with Tax Credits as well as Federal/State and Local housing regulations. Individual must have strong marketing, financial supervisory and resident relations skills with the ability to communicate effectively, verbally and in writing; and must be able to exercise leadership, judgment, and initiative.

Fluency in both English and Spanish is highly preferred.

Please forward cover letter and resume via email to hrresumes@firstrealtymgt.com . Please denote subject line as "BG Prop Mgr 1.12"

EOE