

Property Management Posting

Job Summary:

Community Manager is fully accountable for all day to day property operations, overseeing and enhancing the value of the property. Manager must accomplish the property objectives set forth by Area Manager, Broker, and Owner. These objectives will include maximizing occupancy levels and property values. In addition, Manager will train, educate, and instruct office staff on completing day to day functions involved property management.

Experience

2 Years property management experience minimum as a Property Manager

Full Profit and Loss accountability including budget and expense control

Must know HUD Application process

Must know HUD Lease paperwork process

Must be familiar in submitting HUD subsidy voucher and EIV website information

Must be experienced in REAC inspections and requirements

Must be experienced in TRACS process

Scope of Work to include but not limited to:

Administration work, daily reports to corporate

Leasing / Marketing / Lease Renewals

Rent Collections

Work order maintenance management

Customer service

Training abilities

Skills

Strong computer skills to included but not limited to Word, Excel, Outlook, and YARDI property software.

Excellent verbal and written communication skills

Strong customer service skills a must.

Managers must have 2+ yrs experience successfully managing 100+ unit community.

Requirements:

-Real Estate License required

-Must have HUD Experience

-Bi-Lingual Preferred

-Computer Skills: On-Site Rental System (Yardi), Microsoft Office (Word, Excel, Outlook)

Please contact Human Resources to apply:

480-596-3350 x 407 call or email hr@celticpropertymanagement.com