Harbor Management is seeking a qualified, motivated and experienced Property Manager for an elderly/affordable housing property in Chelsea, MA. The ideal candidate will have experience in Section 8/Affordable Housing and have EIV experience and have their COS (Certified Occupancy Specialist) certification.

Your Responsibilities:
The primary responsibility of this position is to 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.

Duties include, but are not limited to: Waiting list management and processing of all applicants, process all annual and interim re-certifications, annual unit inspections, invoice processing, rent collection, resident communication, budgeting, capital improvement supervision, REAC/MOR preparation. Must possess good telephone skills, customer service skills, work as a team player, and be able to effectively multi-task.

Your Qualifications:
- 2-3 years property management experience that includes HUD Section 8 and COS 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
- Proficient in Microsoft Word, Excel and Boston Post or similar property management software
- Bilingual English/Spanish preferred but not required

Competitive salary and benefit package that includes a generous amount of paid holidays, PTO, health/dental insurance, 401K plan, EAP (Employee Assistance Program). Pre-employment background check & drug test required.

Interested candidates should send a resume and cover letter to Reneé Hamman at rhamman@harbormgmt.com.

Harbor Management is an Equal Opportunity Employer.