

**Real Estate Property Management Company has Full-Time Property Manager
Position located in the Lowell/Lawrence Area.**

Ideal candidate will have a minimum of 5-6 years of Project Based Section 8 experience and be COS or equivalent certified.

Job duties include but are not limited to the following: Supervises on site management staff, and outside contract worker, establishes effective relationships with residents, contract administrators and vendors. Maintains the physical asset by scheduling maintenance work and performs follow up inspections, unit make ready activities and inspects units.

Ensures the integrity and accuracy of accounts receivable and approving/processing invoices for payment, prepares the Annual Operating Budget; monitors and operates within the budget. Oversees the day to day activities of a multi-site elderly housing program including tenant certifications, management of the waitlist, interact with residents, maintenance, vendors and contract administrators. Bi-Lingual in Spanish is helpful.

Knowledge of One-Site and basic accounting principles a plus. Microsoft Word/Excel experience required. Must have valid driver's license, required auto insurance. Must be willing to travel locally.

Comprehensive benefits package which includes medical, dental, life insurance, 401(k) as well as vacation, sick, and company paid holidays.

For consideration, please send confidential resume with salary requirements to:
confidentialpropertymanagement@gmail.com

No phone calls/No Agencies please.

Equal Opportunity Employer