

BECOME AN ASSET MANAGER

Maintain the Financial and Physical Asset for the Long-Term



QUALIFICATIONS

- Associate or Bachelor's degree (preferably in accounting, finance or business management) or equivalent professional work experience.
- Customer Service Orientation
- Proficiency on the Computer
- Must be able to Negotiate, solve problems and obtain results.

WHAT TO YOU DO?

Periodically review and report on the financial and physical status of a portfolio of residential buildings. Particular attention paid to quality of life concerns for residents.

Work with the building Owner and property management team to maintain compliance with rental assistance contracts and use agreements. Long-term goal is to provide decent, safe and sanitary housing for the owner and residents of affordable housing communities.

WORK ENVIRONMENT

An Asset Manager is full-time position which encounters many different issues. Asset Management includes site visits that will include interaction with residents, owners, agents, contractors, vendors and members of the general public.

Scheduling and travel may include nights and/or weekends.