



## **Assistant Property Manager**

***(Boston, MA)***

### **A Property Management Company Like No Other.**

At The Peabody Companies we are committed to maintaining our communities and relationships; we are a trusted partner in the real estate industry, specializing in residential, commercial, and condominium management, as well as marketing and leasing, construction management, capital improvement, relocation, assisted and supportive living services, and real estate brokerage.

Our culture was built around the goal of serving our communities, our clients and our employees. With over 13,000 units and 40+ years of service, we've built a legacy of excellence in service; and our communities span from New England to New Jersey to Florida. Even as we experience substantial growth year over year, our decisions are always driven by what's best for our clients and residents – and what's best for the 500+ people who work here.

### **Industry Experts. Go-Getters. Friends.**

At The Peabody Companies, we're energized by the difference our work can make. Collectively, our employees hold over 400 professional industry licenses, designations and certifications. But we don't like to brag. We do, however, enjoying getting out there together and giving back. Whether we're hosting a BBQ at one of our properties or sweating it out during the Road to Wellness Walk/Run, the people of PPI bring the work to life — and life to work.

### **A Competitive Compensation and Benefits Package Is Just the Beginning.**

A great culture starts with providing the very best for the people who work here. When it comes to our benefits and perks, we have everything you'd expect and more. The Peabody Companies offers progressive and flexible medical and dental insurance options. Every employee starts with 15 vacation days, in addition to 11 paid Company holidays. We offer a robust training program and a generous Tuition Reimbursement benefit. We also cover the cost of Short- and Long-term Disability coverages and provide Life Insurance coverage at no cost and, when it comes to planning for your financial future, Peabody provides a generous 401(k) match.

Our benefits are part of who we are, and they're designed to ensure our employees are physically, emotionally, and financially sound. For a full list of our benefits offerings, please see our Careers Page at [www.peabodyproperties.com](http://www.peabodyproperties.com).

### **Come Work with Us.**

Be a part of something special!

Our work is driven by the passion. If you thrive in a service-based industry where your advancement opportunities are in your hands, Peabody Properties is the place for you. When you join us, you'll be working with the best in the industry.

### **About the Role:**

Peabody Properties seeks an experienced and talented Assistant Property Manager for a well-established luxury community nestled in Boston's historic Chinatown/Downtown Area. The Assistant Property Manager is responsible for coordinating the communities marketing, leasing and renewal strategies with a strong emphasis on customer service, meeting goals and results to achieve optimal occupancy. Duties also includes providing resident satisfaction throughout the term of the lease and securing lease renewals while providing daily support and backup to the Property Manager in all facets of property management.

The ideal candidate will manage the marketing/leasing process from start to finish, presenting the apartment and community in a compelling way and creating excitement. Responsible for marketing plan based on current market information and revises to respond to changing market needs; fosters relationships with community, prospective tenants, conducting tours of the property, processing rental applications, advertising and daily administration of property marketing goals.

### **REQUIREMENTS OF THE POSITION:**

- Strong marketing skills
- Ability to comprehend and complete legal documents
- Proven ability to sell and/or explain apartment features and answer questions
- Strong interpersonal and customer service skills
- Knowledgeable with respect to affordable housing programs, including LIHTC, federally-assisted, and all State and local housing regulations;
- Time management skills and ability to prioritize a must;
- Solid administrative, organizational, computer and resident relations skills;
- Demonstrated ability to communicate effectively, both verbally and in writing;
- Ability to take initiative and be self-motivated.
- Schedule: Tuesday – Friday (9:30 a.m. – 6 p.m.) Saturday (10 a.m. – 5 p.m.) other hours as necessary

### **Education and Experience:**

Requires High School Diploma or GED with a minimum of 3 years marketing in luxury conventional housing, and Also, extensive knowledge of Onesite, including proficiency with Microsoft Word, PowerPoint, and Excel. **LIHTC recertification experience required.**

### **EEO Statement:**

Peabody Properties, Inc. is an Equal Opportunity Employer and is committed to workforce diversity. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, gender identity, sexual orientation and other legally protected characteristics. If you require a reasonable accommodation because of a disability for any part of the employment process, please e-mail our Talent Acquisition Manager and let us know the nature of your request and your contact information. Smoke-free workplace. Drug-free work environment.

**Company Website:** <http://www.peabodyproperties.com/>