



ABOUT THE COMPANY

Peabody Properties, Inc. is recognized as a leader in the Real Estate industry, offering attractive compensation, benefits and challenging career opportunities. Our success can be directly attributed to the professional, dedicated and experienced staff that comprises our management team. For more information about PPI, visit our website at: www.peabodyproperties.com

JOB DESCRIPTION

Peabody Properties, Inc. is seeking an Assistant Property Manager for a property in Braintree, MA. The Assistant Property Manager provides assistance to the Property Manager, provides daily support and backup in all facets of property management including resident interaction and computer utilization. The ideal candidate will be knowledgeable in all aspects of site operations, rent collection, work order processing, leasing and preparation of turnover, budgeting, program compliance and resident relations.

QUALIFICATIONS

Candidates must have:

- * Knowledge of: Federal, State and Local Housing regulations
- * Strong marketing, leasing and negotiation background
- * Leadership experience
- * Strong community relations skills
- * Solid administrative, organizational, computer and resident relations skills
- * Ability to communicate effectively, both verbally and in writing
- * Ability to take initiative and be self-motivated

BENEFITS

We view our staff as our most valuable asset. Therefore, we offer our employees a competitive salary and benefits package.

*Peabody Properties, Inc. is an Equal Opportunity Employer. Peabody Properties, Inc. is committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, sexual orientation, disability, or national origin. Applicants encouraged to confidential self-identity when applying. Smoke-free workplace. Drug-free work environment.

TO APPLY

Submit your resume via EMAIL to: mfrederick@peabodyproperties.com, FAX: 781.794.1001, OR by MAIL to Corporate Recruiter, Peabody Properties Inc., 536 Granite Street, Braintree, MA 02184

