

Assistant Property Manager

Cornerstone Corporation is seeking a qualified, motivated and experienced Assistant Property Manager for three busy **Providence,RI** area Section 8 apartment complexes. The ideal candidate will be bright, energetic and enjoy working in a team-based atmosphere. The primary responsibility of this position is to assist the Property Manager in all aspects of management of the property in a fast-paced work environment. Duties include, but are not limited to: Waiting list management and processing of all applicants, process all annual and interim re-certifications for 386 units, annual unit inspections, invoice processing, rent collection, resident communication. Must possess good telephone skills, customer service skills, work as a team player, and be able to effectively multi-task.

Qualifications:

Bilingual in Spanish

5+ years property management experience that includes HUD Section 8 and LIHTC CPO, COS, or NAHP 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 RealPage OneSite or similar property management software

Must have a valid Driver's license and reliable transportation

Competitive salary and benefit package that includes paid holidays, sick and vacation time, health/dental insurance, 401K plan, and training opportunities.

Interested candidates should send a resume and cover letter, along with compensation requirement to jobs@cornerstonecorporation.net

Equal Opportunity Employer.