



**Assistant Property Manager
Oxford Place & Gardens – Providence, RI**

POAH Communities, an exciting and highly entrepreneurial organization committed to community development and to preserving 'at risk' affordable rental housing, is seeking a qualified individual to serve as Assistant Property Manager for its Oxford Place & Gardens in Providence, RI. This individual will be a bright and dynamic leader with hands-on experience and the demonstrated ability to successfully manage staff and oversee day-to-day operations.

QUALIFICATIONS

- Reporting to a Property Manager, the successful candidate will thrive in a team oriented environment and should possess the following:
- Previous experience with government-assisted and subsidized housing programs is required.
- Certified as a Tax Credit Specialist and/or Certified Occupancy Specialist.
- Hands-on experience and demonstrated ability to successfully assist in day-to-day operations, maintenance programs, marketing and leasing activities, occupancy and annual tenant certifications.
- Strong verbal, written and customer service communication skills are essential; computer proficiency (specifically in MS-Word, Excel, and Outlook) is a plus, as is familiarity with Yardi software. Bilingual in Spanish strongly desired.
- Ability to envision and create, in concert with manager, residents and staff, a harmonious, cohesive atmosphere.
- Flexibility, positive attitude, team orientation and willingness to learn are a must!

RESPONSIBILITIES

- The Assistant Property Manager position will provide support to the Property Manager by managing various assigned the following tasks:
- Ensure that systems are aligned within the parameters of HUD and state housing agency.
- Guarantee all applicable regulations are in place or created to maximize resident and employee safety and health.
- Make certain that all contracts are professionally prepared and that adequate engineering specifications are contractually incorporated for all major repair work.
- Ensure that compliance with all Federal, State and Local laws are maintained.
- Assist in collecting rents, processing move-ins / move-outs in the Yardi system, completing annual and interim certifications of households.
- Work closely with other staff members who work in the property's office or who may also work in the maintenance area.

Salaries are competitive and commensurate with experience. Benefits are included. Interested applicants should forward their resume and cover letter when applying for this position. POAH

Communities is an equal opportunity employer. All interested candidates can submit resume and cover letters to VP of Training & Recruitment, James Singleton at jsingleton@poahcommunities.com

Company Overview

POAH Communities has specialized in the professional management of affordable multifamily housing for more than 25 years. Initially founded as Midland Property Management, Inc., POAH Communities became part of the Preservation of Affordable Housing, Inc. ("POAH") family in 2001, and currently manages close to 12,000 affordable housing apartments in Connecticut, the District of Columbia, Florida, Illinois, Maryland, Massachusetts, Michigan, Missouri, New Hampshire and Rhode Island. POAH Communities has 400 staff members and maintains offices in Kansas City, Boston and Chicago.