

Assistant Property Manager - Affordable Housing Woonsocket, Rhode Island
Property Advisory Group

Property Advisory Group (PAG) is seeking a qualified, motivated and experienced Assistant Property Manager to assist in overseeing the operations of a 117 unit apartment complex in Woonsocket, RI. The primary responsibility of this position is to assist the Senior Property Manager in all aspects of management of the site. The ideal candidate should possess strong communication skills, both verbal and written, be able to multi task, meet deadlines, and produce accurate work on a consistent basis in a busy office, while demonstrating a professional demeanor at all times.

Attention to detail and ability to work independently on assignments is necessary. Must be proficient in Onesite (Real Page) or a similar property management software, MS word and excel; general letter writing is also required. The ideal candidate should have experience in the property management field including Low Income Housing Credit (LIHTC) program, HUD (Section 8) policies and procedures, and some knowledge of subsidized housing programs.

Property Advisory Group offers competitive wages and outstanding benefits. PAG is an equal opportunity employer. Visit our website at www.pag-cdg.com for additional information

Please submit resume and salary requirements to humanresources@pag-cdg.com.