

## **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](http://www.peabodyproperties.com)

## **JOB DESCRIPTION**

Peabody Properties, Inc. is seeking an experienced **Full-Time Assistant Property Manager** for a property in Westfield. Duties include but not limited to collections, correspondence with residents, property inspections, administrative functions, etc. **LIHTC recertification experience required.**

## **QUALIFICATIONS**

Candidates must have:

- \* Knowledge of: Affordable Housing, Federal, State and Local Housing regulations
- \* Good organizational skills
- \* Solid administrative, organizational, computer, marketing skills 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 that include a 401K plan, recruitment bonus program, dental and medical insurance, disability benefits, prescription drug coverage, confidential employee assistance programs, reimbursement for health club costs, life insurance, vision-care plan, paid sick time, paid company holidays, tuition reimbursement, and paid vacations.

\*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](mailto:mfrederick@peabodyproperties.com), FAX: 781.794.1001, OR by MAIL to Corporate Recruiter, Peabody Properties Inc., 536 Granite Street, Braintree, MA 02184