

# Company Overview

Housing Management Resources, incorporated in 2001 is a dynamic, full-service property management company whose approach is 'hands on' professionalism. Our philosophy is to set expectations high for each team member, and then to provide the training and support to foster success. We pledge to do this in accordance with our core values of Integrity, Respect, Enthusiasm, Accountability, Commitment, and Harmony. HMR manages over 5000 apartment homes spanning eleven states with the headquarters located in Quincy, Massachusetts.

We are always on a lookout for talented individuals who work with Integrity, who are Respectful of our corporate culture and mission, who are Enthusiastic about services we provide to our residents and who are Accountable for their actions. We expect our team to be fully committed to our goal of providing high quality affordable living to our residents while preserving Harmonious work environment.

## Our Mission Is...

- To strengthen communities by providing the highest quality of affordable living.
- To deliver excellent customer service by understanding our customer's needs.
- To provide each team member with an environment that promotes professional development and rewards both individual and team accomplishments.
- To produce an equitable return on the investments of principles and partners.

# Property Manager

## Job Description

We are looking for a **Property Manager** for our apartment community in **Augusta, ME**. As a Property Manager, you will be responsible for all aspects for property operations, including leadership, leasing, compliance, and management of maintenance department. You will be ensuring that your community is functioning at peak of efficiency and in line with our mission statement and core values.

To successfully fulfill your role, you should expect to perform the following duties:

- Strengthen community by providing the highest quality of affordable living
- Deliver excellent customer service by understanding our customers' needs
- Produce an equitable return on the investment of principles and partners
- Maintain occupancy and collections at budgeted levels
- Ensure that tenant income certifications are completed timely and accurately in accordance with program requirements
- Oversee maintenance operations of the property
- Facilitate and implement resident retention programs
- Prepare property budget in collaboration with your Portfolio Manager and Budget Analyst
- Provide your team members with an environment that promotes professional development

## Job Requirements

### ESSENTIAL SKILLS AND ABILITIES:

- Strong interpersonal skills; ability to lead the team while building long lasting and harmonious work relationships.
- Understanding of finance; ability to analyze monthly financial statements and prepare detailed budgets and operating forecasts
- Understanding of leasing, marketing, construction, and tenant relations
- Strong written, verbal, and innovative problem solving skills

- Must be able to work independently and as a team member
- Ability to relate well with others even while working at a distance without the benefit of personal contact.
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail and follow-through

**EDUCATIONAL EXPERIENCE:**

- College degree or equivalent work experience
- Experience in Property Management and Leasing
- Working knowledge of HUD and Tax Credit programs and requirements
- Knowledge and understanding of Fair Housing regulations
- Previous Supervisory experience and excellent interpersonal skills
- Occasional travel may be required for trainings or to attend mandatory meetings

**Compensation**

- Quarterly incentive opportunity allows you to earn up to 6% of your salary
- Comprehensive benefits, including BCBS medical, dental and company sponsored Health Reimbursement Account
- Complementary short- and long-term disability coverage
- Company sponsored Life Insurance policy
- 401k with 100% vesting and bi-weekly employer contributions

**Don't delay! Send your resume today!**

**We are committed to ensuring diversity in its workforce and candidates from diverse backgrounds are strongly encouraged to apply. EOE**