

Job Description

We are seeking an experienced Property Manager to join our team! The successful candidate will oversee the overall operations of assigned properties, including administrative, leasing and maintenance staff. If you are a proactive problem-solver with a passion for property management, we encourage you to apply for this exciting opportunity.

What you'll do:

- Ensure rent and fees are collected on time and authorize corrective/legal action as required.
- Develop a deep understanding of the competition to make recommendations to the Senior Property Manager about rental rates, renewal rents, and marketing strategies.
- Work with Rental Manager and Assistant Property Manager to review and approve new resident applications.
- Work closely with property owner representatives on overall property strategy and property performance goals.
- Spearhead annual property audits and prepare properties for internal and external property reviews.

What we're looking for:

- 5+ years of experience in property management
- You're a team-minded leader with the ability to hire, train, and supervise fantastic staff.
- Between negotiating contracts, monitoring capital improvements, and evaluating staff performance, it is crucial that you are discerning and strategic.
- You know your way around a budget.
- Must have proficiency in affordable housing, leadership skills, Microsoft Office, and Yardi software.

What we offer:

- Competitive compensation and a \$5,000 sign on bonus
- Health & Wellness: Medical, Dental, Vision and Life Insurance
- Paid Leave: We provide paid time off plus holidays
- Retirement: We offer a 401k program with a company match
- Strong promote-from-within company culture
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