

Property Facilities Manager

National Real Estate Management Company seeks an experienced Property Facilities Manager, for residential apartment community in Nashua, NH. The successful candidate will be responsible for the maintenance operation of our residential apartment community; consisting of a 326 historic mill building apartments.

The successful candidate must have extensive experience with building and maintenance systems, as well as a solid knowledge of plumbing, electrical, carpentry, heating, painting, snow removal, and other general maintenance in a residential community setting. Experience residential property maintenance is a plus.

The Property Facilities Manager will also be responsible for the completion of routine and preventive maintenance programs and will supervise all outside contractors that service the building. As a Facilities Manager, you oversee the efforts of the community in areas of inspection, maintenance and repair. You work with and lead a maintenance team in achieving income and occupancy goals by delivering an exceptional product and unparalleled service on a consistent and timely basis. The Facilities Manager must be able to read and understand written specifications, work closely with contractors to obtain competitive bids, schedule contractors and oversee capital projects. The ideal candidate should also possess strong customer service skills and professionalism to deal effectively with residents, vendors and office staff

Key Qualifications:

This position requires ability to speak, read and write in English

Minimum three years' experience hands-on general apartment maintenance experience including HVAC, plumbing, electrical, appliance repair and painting.

Minimum two years' supervisory experience.

Proficient with smartphone and/or PDA's, MS Office and Outlook with competent general computer skills.

Must have and maintain a valid driver's license unless otherwise noted.

Rotating on-call responsibility required.

We offer excellent advancement opportunities as well as a compensation and benefits package that includes; medical and dental coverage, life insurance, 401k match, paid sick and vacation time, and paid company holidays. Salary will commensurate with experience. Please submit your resume to careers@wingatecompanies.com.