



### **JOB DESCRIPTION**

Peabody Properties, Inc. is seeking a Property Manager for a property in Dorchester, MA. The Property Manager manages and directs the efficient operation of the apartment by operating the property within established financial guidelines and budget, ensuring established property standards are met, maintaining occupancy at reasonable levels, reviewing delinquent accounts and taking required action while responding to resident requests in a timely, efficient and courteous manner. **Tax Credit experience required.**

### **QUALIFICATIONS**

Candidates must have:

- Knowledge of: LIHTC, 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.

