

**Job Title:** Property Manager  
**Location:** East Greenwich, Rhode Island  
**Company:** Housing Authority of the Town of East Greenwich  
**Hours:** 35 per week

Competitive salary and excellent benefit package

The Housing Authority of the Town of East Greenwich, Rhode Island is seeking an experienced, qualified and motivated property manager to be assigned to one 106 unit and one 35 unit building (elderly/disabled).

The ideal candidate will enjoy working in a team-based, supportive atmosphere, have a demonstrated ability to work effectively with residents and oversight authorities, and be proficient in TRACS, OneSite, WCMS, and Microsoft Office.

Knowledge of the HUD Multifamily and HOME program regulations is required, as well as the Low Income Housing Tax Credit program regulations. Proficiency should be demonstrated by completion of program-specific training.

A Bachelor's Degree is required, although applicable work experience without a four year degree will be considered. A minimum of five years' experience managing federally assisted housing is strongly preferred.

Resumes may be submitted by mail or e-mailed (**due date is November 29, 2015**)

Mail to:

Marcia Sullivan, Executive Director  
East Greenwich Housing Authority  
146 First Avenue  
East Greenwich, RI 02818  
Email: [msullivan@eghousing.com](mailto:msullivan@eghousing.com)