

Property Manager

Location: Fall River, MA

Job Description:

First Realty Management is currently seeking an experienced Property Manager to ensure the efficient operation of a 208-unit apartment community by providing the highest quality product and service by: operating the property within established financial guidelines and budget; ensuring physical plant meets established property standards; maintaining occupancy at established levels; reviewing delinquent accounts and taking required action; and ensuring that staff maintains a professional appearance and attitude, and responds to resident requests in a timely, efficient, and courteous manner. Individual must also have the capability and availability to assist at other communities in the region as needed.

Qualifications:

We are seeking a polished and seasoned property management professional with five or more years' experience managing assisted multi-family rental housing with in-depth knowledge of: Tax Credits, Section 8, Federal, State and Local housing regulations. Individual must have strong financial, marketing, supervisory, and resident relations skills with the ability to communicate effectively, verbally and in writing; and exercise leadership, judgment, and initiative. Thorough knowledge of Real Page and proficiency in all Microsoft programs is required.

How to Apply:

Qualified candidates should please **email** cover letter, resume, and three references to hrresume@firstrealtymgt.com and denote the subject line as '**BV Prop Mgr 01.14**'

First Realty Management is an Equal Opportunity Employer