

## **PROPERTY MANAGER (GARDNER)**

### **JOB DESCRIPTION**

Peabody Properties, Inc. is seeking an experienced, hands-on **Property Manager** to successfully manage a new 55-unit property in Gardner, MA. The ideal candidate will effectively manage the property and marketing/leasing responsibilities, while ensuring compliance with the LIHTC program.

The Property Manager manages, directs the efficient operation of the apartment community 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 and managing compliance with LIHTC program requirements. **Strong Tax Credit and Affordable Housing experience is required.**

Leasing responsibilities include, but are not limited to; maintaining full occupancy, updating the marketing plan based on current market information to respond to changing market needs; fostering relationships with the community; conducting leasing tours of the property, processing rental applications and qualifying prospective residents, advertising and daily administration of property marketing goals.

### **QUALIFICATIONS**

Candidates must have:

- \* 3+ years' experience in property management
- \* Proven knowledge of and compliance with: Affordable Housing LIHTC, Federal, State and Local Housing regulations
- \* Solid management and leadership skills
- \* Strong financial, marketing, and resident relations skills
- \* Solid budgetary, computer and communications skills
- \* Ability to communicate effectively, both written and verbal
- \* Ability to take initiative and be self-motivated
- \* Excellent customer service skills

### **BENEFITS**

We view our staff as our most valuable asset. Therefore, we offer our employees a competitive salary and benefits package.

\*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

### **TO APPLY**

Submit your resume via EMAIL to: [mfrederick@peabodyproperties.com](mailto:mfrederick@peabodyproperties.com), FAX: 781.794.1001, OR by MAIL to Corporate Recruiter, Peabody Properties Inc., 536 Granite Street, Braintree, MA 02184

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