

Job Description

Job Title: Property Manager

Reports to: Director of Operations/Regional Manager

Position Summary:

Experienced residential property manager required for a well-established mid-size property management company with 500+ residential units located in the Hyde Park area. The candidate will run the day-to-day operations of the portfolio with market rate, Sec 8 housing and HUD residents.

Responsibilities:

- Lead the property management team to deliver outstanding results.
- Ensure properties operate smoothly and increase in value.
- Oversee leasing activities, including new leases, lease renewals, rent increases and legal matters including 14NTQ and court appearances.
- Maintain relationships with all Sec 8 housing agencies on leasing, payments and maintenance matters.
- Supervise the Maintenance Manager for turns, work orders and capital improvements.
- Maintain high occupancy rates and tenant retention above market standards.
- Maintain high collections/account receivables.
- Oversee vendors' workmanship and process invoices.
- Implement preventive maintenance initiatives.
- Create budgets, financial reports and be responsible for variances.

Requirements:

- Results oriented. Self-disciplined with high energy. Leadership skills. Integrity & High Standards.
- Minimum of 5+ years in property management experience.
- Experience with Sec 8 housing and HUD programs.
- Ability to access all areas of the property on a regular and emergency basis.
- Ability to interact with a wide range of people, solve problems, handle stressful and emergency situations with diplomacy.
- Fluency in Spanish preferred.
- PM certifications preferred.