

## **Residential Property Manager for a Multi-Site Portfolio (Newton, MA)**

### *Overview*

**Excellent opportunity for an experienced multi-site affordable housing manager!**

### *Responsibilities*

*The Property Manager is responsible for the overall daily management of the portfolio including;*

- *Resident Satisfaction and retention*
- *Marketing and leasing*
- *Subsidy compliance and annual certification*
- *Rent collection*
- *Budget preparation and fiscal management*
- *Physical plant management*
- *Staff training and supervision*

### *Qualifications/Skills*

- Strong knowledge of all aspects of property management*
- Strong organizational and problem-solving skills*
- Excellent written and verbal communication skills*
- Computer knowledge including MS Office and internet marketing*
- Knowledge of OneSite Affordable Housing software (or equivalent)*
- Working Experience with Project Based Section 8, 13A Subsidy, and HOME*
  
- Work independently, multi-task and meet multiple deadlines*

*Requires a minimum of two (2) years affordable residential property management experience*

### *Company Overview:*

*S-C Management Corp. is a mid-size full-service residential property management firm located in Newton, MA. The company has been providing exceptional service for over 30 years to a wide range of clients, including non-profit and for-profit developers and financial institutions. S-C encourages employee training and education, with a focus on continual learning and the pursuit of excellence. Staff works closely as a team, sharing experiences and resources.*

*We offer an excellent compensation and benefits package, including comprehensive medical and dental coverage, long-term disability benefits, life insurance, 401k match, paid sick and vacation time, and paid company holidays.*

*Please send resume with cover letter to [careers@s-cmanagement.com](mailto:careers@s-cmanagement.com) Please be sure to reference "Boston Property Manager" in your email subject line. EOE*