

Property Manager, Paxton, MA

S-C Management Corp. is seeking an experienced property manager (32 hours/week) for the lease-up and on-going site management of a brand new LIHTC/HOME senior housing community. The successful candidate will have experience with the full spectrum of on-site management operations including marketing, leasing, rent collection, budget generation, accounts payable, maintenance oversight and staff leadership.

Requirements: Familiarity with LIHTC/HOME affordable housing programs. • Previous lease up experience preferred. • Experience working with seniors preferred. • Candidates should be customer service-oriented and should be able to effectively communicate with staff, residents, vendors and owners. • Candidates should be well-organized and possess the ability to multi-task and prioritize. • Candidates must have strong verbal and written communication skills • Candidates should have strong math skills, be comfortable working with numbers and have working knowledge of MS Excel. • Computer proficiency, including a working knowledge of MS Office is required. Prior experience with OneSite software is preferred, but not required. • The ideal candidate will have a minimum of 3-years of experience with affordable housing.

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. 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 resumes with salary requirements to careers@s-cmanagement.com. Please be sure to reference "**Paxton Property Manager**" in your email subject line. EOE