

FHRC Management Corporation seeks an experienced Property Manager in Rockland, MA, to successfully manage a large apartment community located in Rockland. The ideal candidate will effectively oversee the property while ensuring compliance with the existing affordable housing program.

The property manager will work to ensure the efficient operation of this apartment community by operating the property within established financial guidelines (budgetary oversight), ensuring established property standards are met, maintaining high occupancy requirements, reviewing delinquent accounts and taking required action while responding to all resident requests in a timely, efficient and courteous manner.

Requirements of the Position:

- Knowledgeable with respect to affordable housing programs, federally-assisted, and all State and local housing regulations;
- Solid management and proven leadership skills
- Strong financial, marketing, and resident relations skills
- High degree of interpersonal skills; ability to communicate effectively, both written and verbal
- Proven ability to respond to residents, investigate complaints, disturbances and resolve problems following management rules and regulations in a timely manner.
- Time management skills and ability to prioritize a must;
- Solid administrative, organizational, computer, marketing skills and resident relations skills;
- Ability to take initiative and be self-motivated.

Education and Experience:

Requires High School Diploma or GED with a minimum of 5 years related property management and supervisory experience. Also, extensive knowledge of primary software used by the Management Office, including proficiency with Microsoft Word, PowerPoint, and Excel.

Experience working with tenant board a plus. Strong in HUD Section 8 and Low Income Housing Tax Credit Program (LIHTC) experience required

Compensation and Benefits:

FHRC Management Corporation offers competitive pay along with a rich benefits package that includes, but is not limited to, medical, dental, vision, 401(k), STD, life insurance, paid time off, paid holidays, paid training, and flex spending.

Please send resumes to dburkssmith@firsthartford.com

