



FHRC MANAGEMENT CORPORATION

JOB DESCRIPTION

FHRC Management is looking for a Property Manager for a 204 unit LIHTC development in Rockland, MA. The Property Manager is responsible for the day to day operation of the apartment community within established regulatory and financial guidelines. The Property Manager ensures that the goals and standards of the Owner are met and strives for a high level of resident satisfaction. The Property Manager must have Tax Credit experience.

SPECIFIC QUALIFICATIONS

- Candidate should be highly motivated and able make decisions.
- Knowledge of Federal, State and Local Affordable Housing regulations including Federal and State Tax Credit requirements.
- Knowledge of property budgeting and accounting.
- Excellent management, marketing, and administrative skills including Microsoft Office and familiarity with computer based property management software.
- Proven written and verbal communication skills.

FHRC Management provides a competitive employment package that includes salary, incentive bonus, Simple IRA plan, life, health and dental insurance, disability benefits and paid sick, personal time, vacation and company holidays.

FHRC Management Corporation is an Equal Opportunity Employer and does not discriminate against any person because of race, color, religion, sex, sexual orientation, gender identity, handicap, familial status, marital status or national origin.

Please send your resume or a confidential email to Linda Hamilton lhamilton@firsthartford.com.