

We are searching for a talented individual who has the capability to work in a fast paced and multi-faceted environment in our Saco office. Candidate must possess solid telephone, verbal and written communication skills, ethical professionalism, and have a working knowledge of Microsoft Office. Ideal candidate will have strong organizational and multitasking skills, be able to work independently, prioritize effectively and exercise good judgment.

Duties include general office tasks, interviewing tenants, rent collections, maintenance scheduling, and providing excellent customer service to residents during the course of daily business. Yardi knowledge and/or Property Management experience a plus, but we are willing to train the right candidate if willing to learn.

Salary commensurate with experience. Please include a resume with all inquiries.

The Caleb Group is a nonprofit affordable housing organization based in Swampscott, MA with communities in Maine, New Hampshire, Massachusetts and Connecticut. We own, manage or partner in the operation of over 2,000 affordable units housing over 4,000 residents. The Caleb Group provides resident services at all our properties to provide our residents with resources they can use to stabilize and thrive.

www.thecalebgroup.org

The Caleb Group, a growing and mission driven nonprofit, is seeking an enthusiastic and motivated property manager to manage 160 units of affordable housing in Saco, ME. Must be attentive to administrative detail and the regulatory requirements of State and Federal housing programs including LIHTC. Good rapport with residents is essential and previous supervisory experience is required.

Responsibilities

Marketing, qualifying and leasing units to applicants; following established turnover and move-out procedures; handling rent collections; overseeing the maintenance staff and the general upkeep of the property, building, and units; maintaining a clean and well-organized office; communicating with residents and resolving complaints and issues; handling emergency situations as needed.

Skills & Qualifications

- Excellent customer service and interpersonal skills
- Professional in behavior and appearance
- Excellent written and verbal communication skills
- Highly organized and completes assignments with attention to detail
- Knowledgeable in the essentials and basics of Tenant/Landlord law
- Experience in Yardi or other similar property management software
- Computer and internet literate
- Stays focused under pressure and is able to multitask

- Self-motivated, willing to learn and grow in this position
- Ethical

The position requires a moderate level of complexity and requires the ability to work independently. If you feel you qualify please send your resume along with a cover letter explaining your experience and credentials and state why you would be a good fit for this position.

Salary commensurate with experience. Benefits and 401k available.

Submit resume to: HR@thecalebgroup.org

MISSION

The Caleb Group provides secure, affordable homes and builds stable communities that offer diverse populations the tools and resources to empower individuals to make positive changes in their lives.

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