

# Property Manager

Please send resumes to [jthifault@wincco.com](mailto:jthifault@wincco.com)

## Location/ Site Description:

Castle Square is a 500 unit project based Section 8 and Tax Credit property located in Boston's South End.

Learn more about us at, [www.castlesquareboston.com](http://www.castlesquareboston.com)

## Position Summary:

The role of the property manager is to effectively manage market and maintain the physical apartment community, its residents and staff, meet the financial objectives of the owner and management company, as well as maintain all applicable outside agency standards and requirements.

## Essential Functions:

### Financial/Reporting

- Prepares and presents the property's annual budget for approval by senior property management.
- Implements and adheres to the approved budget.
- Collaborates with senior property management to establish rent amounts.
- Oversees timely collection and deposit of all rental and other payments due from residents.
- Takes corrective and/or legal action as needed.
- Reviews incoming rent schedules, scheduled rent increases, and renewals.
- Prepares and submits the monthly budget variance report.
- Provides required financial reporting per company policy.
- Makes recommendations to senior property management to address financial issues.
- Maintains budgeted occupancy goals.
- Required to submit incident reports, per company policy.

### Operational

- Ensure the property's move in, move out, and renewal processes are timely and accurate.
- Assists in the negotiation of contracts with outside vendors in accordance with company policy.
- Works with maintenance team to implement maintenance programs and controls.
- Maintains accurate written records per company policy and in accordance with all governing agency requirements.
- Ensures that interior and exterior of the site and facilities are maintained appropriately.

- Engages in all marketing initiatives, including but not limited to, adhering to marketing policies, submitting marketing reports, maintaining comparability studies, and implementing site resident retention program.
- Ensures quality of rental advertising and print material.
- Demonstrates a comprehensive understanding of the competition, market and product knowledge.
- Approves rental applications in adherence to property standards, and all appropriate agency standards.
- Ensures the property is in compliance with all outside agency requirements.
- Responsible for compliance with Affirmative Fair Housing regulations and Equal Opportunity/Affirmative Action policies, including federal, state, and local governing agency requirements.
- Responsible for the implementation of security programs and/or the security contract, if applicable.
- Where applicable, ensure the property's re-certifications are completed timely and accurately.

### **Supervisory**

- Conducts weekly staff meetings, including WinnSafe protocol.
- Participates in the process of hiring, promoting, terminating and transferring site employees.
- Ensures the training of site employees in all aspects of their job functions and responsibilities.
- Required to report all employee incidents, accidents and injuries in accordance with company policy.
- Utilize the company's Personal Development Program (PDP), to develop, train, and engage site employees.
- Partners with Human Resources as needed to resolve employee relations issues.

### **Other**

- Demonstrates respect and regard for the dignity of all residents, families, visitors, vendors and fellow employees to ensure a professional, responsible, and courteous environment.
- Follows and adheres to all WinnSafe policies, practices and procedures.
- Commits to recognize and respect cultural diversity for all customers (internal and external).
- Communicates effectively with internal and external customers with respect of differences in cultures, values, beliefs and ages, utilizing interpreters when needed.
- Performs special assignments as needed or as requested by the Senior Vice President, Divisional Vice President, Regional Vice President, or Senior Property Manager.
- Performs other duties as assigned.

### **Job Requirements:**

Education – High School Diploma/GED Equivalent; some college preferred.

Years of Experience – 5 years of prior supervisory experience is required; Must have at least 5 years of experience in Affordable Housing

Certifications/Licensure – CAM or CPM, Tax Credit Certification, HUD Occupancy Certification, NAHP preferred, Fair Housing

Computer Skills – Proficient in MS Office; Previous Yardi experience is a plus!

Physical Requirements – Able to lift up to 25 pounds

Other – Able to read, write and speak English. Ability to speak traditional Chinese is preferred.

### **WinnCompanies Corporate Culture & Benefits:**

Founded in 1971, WinnCompanies is a nationally recognized owner, developer and manager of real estate. Our company is over three thousand employees strong, with a presence in 23 states.

We emphasize innovative thinking, value each employee as an individual and offer the chance to share in our dedication to quality and drive for excellence.

WinnCompanies is an Equal Opportunity Employer that values and encourages diversity within the workplace. We are incredibly diverse with 47% of our workforce comprised of women or minorities. With WinnCompanies you will enjoy an excellent salary and benefits package in addition to strong, career potential in a progressive and growing company.

We offer competitive Health, Dental, Life and Disability Insurance benefits; in addition to a generous 401(k) plan that includes a 100% vested employer match upon hire.

WinnCompanies is a Drug Free Workplace.

Learn more about us at, [www.winnco.com](http://www.winnco.com)