

## Property Manager

Non-profit apartment Management Company is seeking a property manager to help manage the operation of a property of 135 affordable units. The ideal candidate should be outgoing, organized, have attention to detail, have the desire to be an active part of a team, and an ability to prioritize multiple tasks. Responsibilities include showing & leasing vacant apartments, processing rental applications, collecting rent, receiving calls from residents and prospects, and performing any other tasks assigned by the Senior Property Manager. Ability to speak, read, and write in English and Spanish is required. Knowledge of HUD & Tax Credit programs preferred. Must have reliable transportation.

This is a full time, 40 hours minimum per week position. EOE

Please respond to Ron at 413-785-5312 x113