



### **Property Manager**

SHP Management Corp., an established developer and manager of affordable housing in the northeast with over 6,000-units, seeks experienced subsidized Property Manager to manage our busy elderly and disabled subsidized property located in the Wilbraham, MA area.

The successful candidate will be responsible for the following:

- Maximize NOI by maintaining full occupancy and reducing delinquent rents.
- Submit monthly vouchers to HUD through TRACS.
- Conduct initial, interim and annual certifications to comply with HUD and Section 42 standards.
- Conduct regular inspections of common areas and tenants' units.
- Identify any unsafe working or living conditions for employees and tenants.
- Collect rental payments from tenants; ensure prompt follow up with delinquent payments.
- Supervise property maintenance staff and coordinate their schedule with the Senior Manager.
- Conduct preparation for HUD REAC inspections; identify items that require improvement.
- Refer tenants in need of services to Resident Service Coordinator.

Qualifications and experience necessary are as follows:

- Three years Section 8 and Tax Credit experience
- COS designation preferred, C3P or other industry certification highly desirable
- Candidates should also have exp. in all facets of subsidized property management
  - including performing annual certifications
  - TRACS submission
  - REAC inspection preparation
  - managing the A/R process
- Demonstrated competency with Microsoft Office; Real Page, YARDI or other property management software required
- The Candidate must be able to work effectively as a member of a diverse team

SHP is committed to a drug-free workplace. We offer competitive wages and an excellent benefit package, including:

- Paid vacation, holidays, sick and personal leave.
- 401(k) plan with generous company match.
- Company paid health, vision and dental plans.
- Company paid life insurance, short and long term disability
- Tuition reimbursement.
- Opportunity for professional growth and development.

Please forward your resume, along with salary requirements to: Email: [careers@shpmanagement.com](mailto:careers@shpmanagement.com) or fax (207) 512-5955. EOE

*Here is what some of our employees have to say about working at SHP.*

*"Working with SHP Management Corp is more than a job; it's a rewarding career with chances for growth from within. Providing the knowledge with countless classes and the guidance from other colleagues, SHP Management is just not a business it is more like a family. I am proud to be an employee of SHP Management Corp." – Victoria, Property Assistant, MA*

*"After working in the industry for quite some time now, I can honestly state that SHP Management stands out above your average management company. The level of quality, professionalism, organization and positive corporate culture the company maintains exceeds the standards in every area; because of this and more I am happy to be working at SHP." Elaine, Property Manager, NJ*