



We are looking for a **Property Manager** to lead two of our apartment communities in **Woonsocket, RI**. We have one 122 unit apartment community and one 25 unit apartment community. As **Property Manager** you will manage relationships with your team and residents, which means you need to be a focused, proactive self-starter, and able to multi-task in a fast-paced environment. Additionally, you will be responsible for all aspects for property operations, including leadership, leasing, compliance, and management of maintenance department. Above all, you will ensure that your community is functioning at peak of efficiency and in line with our mission statement and core values.

**To successfully fulfill your role as a Property Manager, you should expect to perform the following duties:**

- Strengthen the community by providing the highest quality of affordable living
- Deliver excellent customer service by understanding our customers' needs
- Produce an equitable return on the investment of principals and partners
- Maintain occupancy and collections at budgeted levels
- Ensure that tenant income certifications are completed timely and accurately in accordance with program requirements
- Oversee maintenance operations of the property
- Facilitate and implement resident retention programs
- Prepare property budget in collaboration with your Portfolio Manager and Budget Analyst
- Provide your team members with an environment that promotes professional development

**Property Manager desired qualifications:**

- College degree or equivalent work experience
- Experience in Property Management and Leasing
- Working knowledge of HUD and Tax Credit programs and requirements
- Previous Supervisory experience and excellent interpersonal skills
- Problem solving, project management and analytical skills
- Boston Post experience a plus

**Employee perks:**

- Friendly and fun working environment
- Competitive Salary, opportunity for quarterly incentive
- Comprehensive benefit package
- Company sponsored Life, short-term and long-term disability insurance
- Generous 401k plan
- Tuition reimbursement
- Fitness reimbursement
- Wellness program
- Opportunity for growth

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