



RCAP Solutions, Inc. is currently seeking a qualified individual to join our Property Management Team as the Affordable Housing Property Manager (PM) at our property in Bolton, MA.

The Property Manager manages and directs the efficient operation of the apartment community by operating within established financial and budgetary guidelines, ensuring property standards are met, coordinating maintenance and capital improvement projects with the Maintenance Team, maintaining occupancy at reasonable levels, working alongside the Resident Service Coordinator, reviewing delinquent accounts and taking required action while responding to resident requests in a timely, efficient and courteous manner.

Requirements:

- Minimum of 2+ years of multifamily experience
- Able to work as a team as well as independently
- Section 8 experience required
- Can handle all types of personalities and does not rattle easily if a situation becomes stressful
- Can easily work on multiple projects and deadlines simultaneously but can focus on the task at hand without being distracted
- Adaptable to constant changes and a fast paced environment
- High degree of interpersonal skills with the ability to communicate effectively, both written and verbal
- Computer proficiency, including Boston Post property management software is also preferred
- Ability to communicate effectively, both written and verbal
- Strong customer service skills

We offer a competitive salary and excellent benefits. EOE

Job Type: Full-time (32 Hours per Week)

Required experience:

- High school diploma or equivalent
- Affordable Housing Property Management: 2+ years

Interested candidates, should submit a resume and cover letter to hr@rcapsolutions.org.