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PeabodyProperties.com

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# REALIZE YOUR POTENTIAL

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## Property Manager

Swampscott, MA

Peabody Properties is seeking an experienced **Property Manager** to successfully manage an affordable apartment community in Swampscott, MA.

The Property Manager will work to ensure the efficient operation of this apartment community by operating the property within established financial guidelines (budgetary oversight), ensuring established property standards are met, maintaining high occupancy requirements, reviewing delinquent accounts and taking required action while responding to all resident requests in a timely, efficient and courteous manner.

### **Requirements of the Position:**

- 5 years' experience in property management
- Proven knowledge of and compliance with: Affordable Housing, LIHTC, Federal, State and Local Housing regulations
- Solid management and proven leadership skills
- Time management skills and ability to prioritize
- Strong financial, marketing, and resident relations skills
- High degree of interpersonal skills; ability to communicate effectively, both written and verbal
- Excellent Organizational Skills
- Proven ability to respond to residents, investigate complaints, disturbances and resolve problems following management rules and regulations in a timely manner.
- Ability to take initiative and be self-motivated
- Excellent customer service skills

### **Education and Experience:**

Requires High School Diploma or GED with a minimum of 5 years related property management and supervisory experience. Also, extensive knowledge of primary software used by the Management Office, including proficiency with Microsoft Word, PowerPoint, and Excel. **Strong Low-Income Housing Tax Credit experience required.**

### **Compensation and Benefits:**

Peabody Properties, Inc. offers competitive pay along with a rich benefits package that includes, but is not limited to, medical, dental, 401(k), STD, life insurance, Employee Assistance Programs (EAP), paid time off, paid holidays, paid training, tuition reimbursement, wellness programs, employee referral bonuses, and flex spending.

The Peabody Companies is an Equal Opportunity Employer. We are committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, sexual orientation, disability or national origin. Information contained herein subject to change without notice.

**EEO Statement:**

Peabody Properties, Inc. is an Equal Opportunity Employer and is committed to workforce diversity. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, gender identity, sexual orientation and other legally protected characteristics. If you require a reasonable accommodation because of a disability for any part of the employment process, please e-mail our Talent Acquisition Manager and let us know the nature of your request and your contact information. Smoke-free workplace. Drug-free work environment.

Does this sound like something you would like to do? [Click Here to Apply](#)