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WeArePeabody.com

CHECK OUT THESE EXCITING JOB OPPORTUNITIES AVAILABLE IN YOUR AREA!

REALIZE YOUR POTENTIAL

Property Manager \$2,500 Sign-On Bonus (Paid After 3 Months)

Boston South End, MA
(Section 8)

Peabody Properties, Inc. seeks an experienced and seasoned Property Manager to oversee a new apartment community in Boston's South End. This historic community boast beautiful red bricks synonymous with the South End.

The ideal candidate will effectively oversee all property operations and the overall direction of all site office and maintenance staff while ensuring compliance with the existing Project-Based Section 8 Program.

Other responsibilities include ensuring each property is optimally occupied, properly staffed with skilled personnel, preparing budgets, monitoring compliance within budget constraints, completing and oversees processing of all resident certification/recertification forms.

Ideal candidate has management expertise in the areas of resident relations, budgetary analysis, and staff supervision.

Requirements of the Position:

- Knowledgeable with respect to affordable housing programs, including LIHTC, federally assisted, and all State and local housing regulations.
- Time management skills and ability to priority a must.
- Solid administrative, organizational, computer, marketing skills and resident relations skills.
- Ability to communicate effectively, both verbally and in writing.
- Ability to take initiative and be self-motivated.
- Bilingual (English/Spanish)

Education and Experience

- Requires High School Diploma or GED with a minimum of 5 years related property management and supervisory experience.
- Proficient in Microsoft Word, PowerPoint, and Excel.
- Knowledge of Onesite a plus
- Project Based-Section 8 recertification 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.

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.

Peabody Properties participates in E-Verify. Pre-employment background check & drug test required.

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

Contact Michelle Frederick, Talent Acquisition Manager
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Wearepeabody.com