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PeabodyProperties.com

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REALIZE YOUR POTENTIAL

Property Manager

Dorchester, MA

Peabody Properties seeks an experienced Property Manager with lease up experience to successfully manage an apartment community located in Dorchester, MA. The ideal candidate will effectively oversee the property while ensuring compliance with the existing LIHTC program.

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:

- Knowledgeable with respect to affordable housing programs, federally-assisted, and all State and local housing regulations;
- Solid management and proven leadership skills
- Strong financial, marketing, and resident relations skills
- High degree of interpersonal skills; ability to communicate effectively, both written and verbal
- Proven ability to respond to residents, investigate complaints, disturbances and resolve problems following management rules and regulations in a timely manner.
- Time management skills and ability to prioritize a must;
- Solid administrative, organizational, computer, marketing skills and resident relations skills;
- Ability to take initiative and be self-motivated.

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 Onsite, including proficiency with Microsoft Word, PowerPoint, and Excel. **Strong LIHTC experience required. Prior lease up experience a plus.**

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.

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

