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Property Manager

Methuen, 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 while ensuring compliance with the existing Project-Based Section 8 program.

Requirements of the Position:

- Knowledgeable with respect to affordable housing programs, including federally-assisted, and all State and local housing regulations;
- Ability to process rental applications, qualify prospective residents, manage waitlist and waitlist updates
- Knowledgeable in the recertification process and all aspects of recertifications
- Ability to properly calculate income, assets and rent levels
- Time management skills and ability to prioritize 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.

Education and Experience:

Requires High School Diploma or GED with a minimum of 3 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 Project-based Section 8 experience.**

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](#)

