

Regional Property Manager

Well established real estate firm with over 50 years of experience is seeking a Regional Property Manager for our Massachusetts portfolio. We are a fast growing and nationally recognized development and management company, and we offer advancement and growth opportunities nationally throughout our portfolio.

We are always looking for motivated success minded individuals with a passion for excellence and a dedication to quality to join our team. If you are passionate about property management and developing a great team, this is the opportunity for you. We offer competitive pay and a complete benefits package including 401K and bonus potential.

Qualifications:

The successful candidate must have:

- A minimum of 5+ years of affordable housing experience
- A strong working knowledge of HUD/LIHTC regulations and procedures.
- Must possess strong budgeting and financial reporting skills
- Must have excellent time management skills and the ability to prioritize.
- Working knowledge of Microsoft word, excel, and OneSite software programs.

Responsibilities:

This position acts as the property liason with residents, vendors, and government officials and will be responsible for ensuring compliance with fair housing laws, government programs and local codes.

- Responsible for the day to day operations of assigned properties
- Developing marketing strategies and policies to meet occupancy goals,
- Completing resident recertifications,
- Subsidy billing
- Oversight of the maintenance operations.

If you are passionate about being a Regional Property Manager, and developing a great team, this is the opportunity for you.

Qualified candidates are encouraged to apply. We look forward to hearing from you!

Please send resumes to HR@waboston.com