

Residential Property Manager (Cambridge, MA)

S-C Management Corp. is seeking a full-time property manager to run a multi-site portfolio of mixed-income and affordable apartment and condominium units in North Cambridge. The successful candidate will have experience with the full spectrum of on-site management operations including budget generation and management, capital project oversight, marketing, leasing, rent collection, accounts payable and staff leadership.

Requirements:

- Familiarity with HUD/Section 8 and HUD/236 programs preferred.
- Experience managing a high-rise residential building preferred.
- Experience managing scattered sites preferred.
- Candidates should be customer service-oriented and should be able to effectively communicate with staff, residents, vendors and owners.
- Candidates should be well-organized and possess the ability to multi-task and prioritize.
- Candidates must have strong verbal and written communication skills, as well as, the ability to cultivate a strong and respectful sense of community.
- Candidates should have strong math skills, be comfortable working with numbers and have working knowledge of MS Excel.
- Computer proficiency, including a working knowledge of MS Office is required. Prior experience with OneSite software is preferred, but not required.
- The ideal candidate will have a minimum of 5 years experience with previous affordable housing experience.

Company Overview:

S-C Management Corp. is a mid-size full-service residential property management firm located in Newton, MA. The company has been providing exceptional service for over 30 years to a wide range of clients, including non-profit and for-profit developers and financial institutions. S-C encourages employee training and education, with a focus on continual learning and the pursuit of excellence. Staff works closely as a team, sharing experiences and resources. We offer an excellent compensation and benefits package, including comprehensive medical and dental coverage, long-term disability benefits, life insurance, 401k match, paid sick and vacation time, and paid company holidays.

Please send resume with salary requirements to careers@s-cmanagement.com. Please be sure to reference "Cambridge Property Manager" in your email subject line. EOE