

Residential Property Manager, Affordable

Welcome to the team! We've been waiting for you.

We understand that every member of our team plays critical part in advancing our mission of professionalism and customer service to our Residents. We pride ourselves on doing meaningful and diverse work. We pride ourselves on making communities!

The Simon Companies is an established owner & third-party property management company. Bayside Village in Newport, RI is a “family” property comprised of 111 units renovated in 2011.

We are seeking a qualified and motivated Property Manager with experience in project-based Section 8 housing. The right candidate will be experienced in certifications/vouchers as well as maintenance supervision with an emphasis on tenant management. **Prior Property Management experience is required.**

Great company to grow education, pay, and responsibilities!

Essential Duties and Responsibilities

- Oversee property operations including rentals, record keeping, staff leadership, payables, and ensuring tenant compliance. Operational activities should yield desired occupancy, customer retention, and collections goals.
- Manage HUD paperwork including: recertifications, monthly vouchering, EIV, and waitlists.
- Ensure financial performance of the property in accordance with the budget and reports on financial performance in a timely and accurate manner.
- Ensure community is a destination for various Prospective Residents seeking “rental-by-choice” apartment living in the area
- Source, manage, and execute contractors for capital improvement projects and maintenance activities.
- Cultivate professional relationships with local authorities and housing authority.
- Regularly walk the property and perform unit inspections
- Work as a team to achieve goals.

Required Experience:

- 3-5+ years of Real Estate Management/Property Management experience.
- Working knowledge of Microsoft Word and Excel.
- Demonstrated career progression/successful track-record of achieving desired results.
- Project management skills and ability to manage multiple tasks/projects.
- Proactive leadership style.
- Strong attention to detail.
- Entrepreneurial spirit.

Equal Opportunity Employer.

Contact Warren Lizio wlizio@simoncompanies.com