



SENIOR PROPERTY MANAGER

ABOUT THE COMPANY

Peabody Properties, Inc. is recognized as a leader in the Real Estate industry, offering attractive compensation, benefits and challenging career opportunities. Our success can be directly attributed to the professional, dedicated and experienced staff that comprises our management team. For more information about PPI and a complete job description, visit our website at www.peabodyproperties.com

JOB DESCRIPTION

Peabody Properties, Inc. is seeking an experienced and seasoned Senior Property Manager to oversee properties within an assigned portfolio North of Boston. The Senior Property Manager is responsible for the overall direction of all maintenance and site office staff within his/her portfolio. Other responsibilities include ensuring each property is properly staffed with skilled personnel, preparing budgets, monitoring compliance within budget constraints, completing and oversees processing of all resident certification/recertification forms. Ideal candidate has management expertise in the areas of resident relations, government housing regulations, budgetary analysis and staff supervision. Bilingual (English/Spanish)

QUALIFICATIONS

- * 5+ years experience in property management
- * Experience with Affordable Housing, LIHTC, Federal, State and Local Housing regulations
- * Good organizational skills
- * Proven multi-site supervisory experience and ability to lead
- * Strong financial, marketing, supervisory and resident relations skills
- * Solid budgetary, computer and communications skills
- * Ability to communicate effectively, both verbally and in writing
- * Ability to take initiative and be self-Motivated
- * Traveling required

BENEFITS

We view our staff as our most valuable asset. Therefore, we offer our employees a competitive salary and benefits package.

*Peabody Properties, Inc. is an Equal Opportunity Employer. Peabody Properties, Inc. is committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, sexual orientation, disability, or national origin. Applicants encouraged to confidential self-identity when applying. Smoke-free workplace. Drug-free work environment.

TO APPLY

Submit your resume via EMAIL to: mfrederick@peabodyproperties.com, FAX: 781.794.1001, OR by MAIL to Corporate Recruiter, Peabody Properties Inc., 536 Granite Street, Braintree, MA 02184

