



536 Granite Street  
Braintree, MA 02184  
P: 781.794.1000 | F: 781.794.1001  
PeabodyProperties.com

**CHECK OUT THESE EXCITING JOB OPPORTUNITIES AVAILABLE IN YOUR AREA!**

# REALIZE YOUR POTENTIAL

---

## Senior Property Manager

Boston Area, MA

Peabody Properties seeks an experienced and seasoned Senior Property Manager to join its Senior Management Team in overseeing properties within an assigned portfolio in the Boston Area. The Senior Property Manager is responsible for the physical, financial, and administrative operations of the buildings as well as 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, completing, and overseeing the processing of all resident certification/recertification and move-in forms.

Ideal candidate has management expertise in the areas of resident relations, government housing regulations compliance, budgetary analysis and staff supervision and leadership. **LIHTC, Affordable Housing experience required.**

### **Requirements of the Position:**

- Demonstrated Knowledge with respect to affordable housing programs, including LIHTC, federally assisted, and all State and local housing regulations.
- 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 while working as part of a team
- Travel required

### **Education and Experience:**

Requires High School Diploma or GED with a minimum of 5+ years related property management and supervisory experience. Knowledge of Onsite, proficiency with Microsoft Office.

### **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](#)