

Property Manager Job Description

We are seeking an **Experienced Property Manager**, with good customer service and technical skills, as well as the ability to work in a team environment. Property Management is a fast-paced, highly regulated, customer service focused environment. Ability to multi-task, and make sound decisions quickly is important. Logical thought process, good business sense and strong interpersonal skills are important. Must be able to work independently.

The Property Manager position also requires knowledge of HUD subsidy programs. A proven track record of effectively managing maintenance staff, collections, waiting list management, expense control and strong resident relation skills necessary.

Responsibilities

- Genuinely demonstrate the STARS principles of Service, Teamwork, Action, Reputation, and Success, in all activities and interactions.
- Communicate effectively with residents, associates and management, to ensure that all areas of concern are addressed in a prompt, professional and efficient manner.
- Maintain knowledge of property and competitive properties through consistent evaluation of market trends and conditions; make recommendations to Senior Management as appropriate.
- Analyze operational information for impact on NOI, identify trends and recommend appropriate strategies and objectives. Minimize expenses through effective planning and control.
- Monitor the timely receipt and reconciliation of rent collections; manage delinquencies as appropriate.
- Maintain strict adherence to the Federal Fair Housing Act, which prohibits "any preference, limitation, or discrimination because of race, color, religion, sex, handicap, familial status, or national origin, or intention to make such preference, limitation or discrimination".
- Other duties as assigned.

Qualifications

- 3+ years of property management experience or management experience in a related field.
- NCHM COS (Certified Occupancy Specialist)/Certification or equivalent certification from a nationally-recognized compliance training program, and experience or ability and commitment to obtain COS certification at the next available course offering by management company.
- TCS (Tax Credit Specialist)/Certification or equivalent certification from a nationally-recognized compliance training program, and experience or ability and commitment to obtain COS certification at the next available course offering by management company.
- Demonstrated experience in marketing and leasing.
- Strong communication and management skills; including the ability to articulate problems/resolutions effectively with peers/supervisors/management.
- Excellent interpersonal skills.

- Demonstrated ability to manage expenses within budgets, and increase net operating income of the communities.
- Experience with Section 8 housing, REAC experience a MUST, and MOR's a MUST.
- YARDI and Outlook knowledge required.
- Ability to multitask and prioritize.
- Excellent written and verbal communication skills.
- Possess and maintain a valid in-state driver's license.

Additional Salary Information: We offer competitive compensation with benefits (health, dental, vision, short/long term disability, life insurance and 401K Plan.

Please forward resume to lashon@noblerealtyadvisors.com.