



Property Advisory Group (PAG) is accepting applications for a Property Manager position in the RI area. PAG is seeking the ideal applicant who will ensure the efficient operation of the property, meet program requirements and meet the owner's objectives. The Property Manager will be responsible for the day to day operation of the property to include but not limited to the following:

- Manage the financial activities of the property including rent collection, expenditures and budgeting.
- Oversee all leasing of the property
- Be knowledgeable of the Section 8 and Tax Credit Programs
- Be responsible to qualify applicants for housing and maintaining compliance documentation with applicable HUD, state or Tax Credit Programs requirements.
- Be knowledgeable in the Section 42 – Low Income Housing Tax Credit program. Designation from an accredited training program is desirable.
- Apply to supervise and motivate both office and maintenance staff
- Work with vendors to ensure efficient operations and quality of workmanship
- Conduct physical inspections of the property.
- Must have excellent oral and written communication skills
- Must be proficient in the use of the computer
- Knowledge of One Site or Boston Post software a plus
- Must have 3 years related experience

Property Advisory Group is a highly regarded and established property management firm founded over thirty years ago.

We offer competitive salaries and a generous benefits package including health and vision care, vacation, personal and sick days, 401K program and much more. PAG is looking for talented and motivated managers and assistant managers that are looking for a long term career in the multifamily housing industry.

If you are a property management professional looking for growth and opportunity please send your resume to Humanresources@pag-cdg.com