

## California Commercial Investment Group - Property Manager Position

This position focuses on managing all aspects of the assigned property as well as assisting the Regional Supervisor in achieving management goals through professional property management services. The position requires full time employee at 40 hours per week from Monday through Friday.

### **Summary of Responsibilities**

- Collecting all rent and disbursement of funds
- Supervise all employees and needed labor as well as daily inspection of the property
- Advertising the property, screening and selecting of tenants
- Address all tenant complaints in accordance with the policy of the company
- Perform any/all lawful duties as assigned
  
- At least 5 years' Property Management experience
- Experience with Affordable Housing/Project Based Section 8 and/or Tax Credit
- Knowledgeable of HUD 4350.3 regulations
- Experience with Yardi is helpful
- Computer literacy
- Rewards:
  - Paid vacation and sick time, Competitive salary, Medical, Dental and Vision Insurance, 401k
  
- California Commercial Investment Group is a full-service acquisition, asset management, property management and development firm with over 5000 units in 29 states. Our main focus is acquiring and managing HUD properties as well as gearing up our LIHTC portfolio – making us one of the fastest growing Management Company in the Affordable Housing world.
- Company website: [www.ccinvest.com](http://www.ccinvest.com)  
If interested, please email your resume to [BrookVillage@ccinvest.com](mailto:BrookVillage@ccinvest.com). Pre-employment background check required. EOE.