

Property Advisory Group is taking applicants for a full time 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 the leasing of the property
- Experience working with Market, Section 8 and Tax Credit Properties
- Responsible to quality applicants for housing and maintaining compliance documentation with applicable HUD, State and/or Tax Credit Programs requirements.
- The supervision of office and maintenance staff
- Work with vendors to ensure efficient operations and quality of workmanship
- Conduct physical inspections of the property.
- Responsible for responding to and working to resolve tenant concerns and complaints regarding eligibility, rent and leasing violation issues in order to maintain tenant relations, a high standard of service and maintain tenant retention.
- 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 5 years related experience

If you are a motivated individual looking to grow in an established business with over 40 years in the housing industry, please send your resume to: Humanresources@pag-cdg.com