

Property Manager

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.

We are looking for an experienced Property Manager for our North Providence Property. This position highlights years of related experience leadership, initiative, effective communication, and attention to detail. Strong organizational skills and the ability to wear many hats.

Having experience with budgeting, leasing & marketing and HAP compliance makes you one of our top candidates!

As a property manager, you will join CCI's team of Regional Property Supervisor, maintenance technician, porter, and staff accountant.

Other Key Responsibilities:

- Understand and carry out all policies in dealing with properties, Property Supervisor, Director, and tenants.
- Abide by all HUD management and 4350.3 guidelines.
- Respond in an appropriate manner to all actions that involve or influence the property being managed.
- Understand and ensure compliance with all governing regulations, codes, and laws as well as other state and local authorities.
- Oversee on-site personnel who have the responsibility for the day-to-day operation and maintenance of properties, including Assistant Manager, Maintenance Technician, and Porter.
- Maintain good tenant relations.
- Attend work with regularity and punctuality.

Qualifications

- At least 5 years' Property Management experience
- Has great customer service and accuracy skills
- Prior experience managing properties preferred
- Prior experience managing Section 8/Tax Credit/Affordable Housing preferred
- Knowledge of HUD 4350.3 regulations preferred
- Experience with Yardi is helpful
- Computer literacy required

Visit us at <https://ccinvest.com/> to learn more or contact Anca Morar, Regional Property Supervisor at ancamorar@ccinvest.com.