

Property Manager (Family Section 8)

Why us? Top reasons: 1. We value a work-life balance; 2. We value education and will support your pursuit of an IREM designation such as an ARM or CPM; 3. We enjoy what we do and who we work with!

The Simon Companies seeks an experienced, motivated, and professional Property Manager to oversee the everyday operations of **Bayside Village**, a great community of 111 units in Newport, RI. Candidate must have experience in Project-Based Section 8 or LIHTC rental assistance program. Full-time position, but hours may be somewhat flexible.

The successful candidate will have a pro-active and forward-thinking approach with a leadership mindset and positive attitude. The site team is comprised of 2 maintenance and 1 administrative, Manager included. Current paperwork status can be considered 'very good'. We use Realpage.

Essential Duties and Responsibilities including but not limited to:

- Administer property operations including rentals, collections, payables, maintenance oversight and resident compliance.
- Manage HUD paperwork including vouchers, certifications, EIV and waitlists.
- Develop and maintain a professional relationship with local housing authority.
- Ensure community is a desirable destination for Prospective Residents seeking “rental-by-choice” apartment living.
- Regularly walk the property twice per week and perform unit inspections (property-wide 2x per year).
- Cultivate a team working environment to achieve goals.

Required Experience / Skills:

- 2+ years of affordable Property Management experience.
- **Proactive leadership style.**
- Proficient in MS Office, incl. Excel
- Demonstrated career progression/successful track-record of achieving desired results.
- Ability to manage multiple tasks/projects with short and long-term goals.
- Strong attention to detail.
- Ability to speak Spanish preferred, but not required.

Great company to grow education, pay, and responsibilities! Thank you for your interest!

Please send resume to: wlizio@simoncompanies.com

Equal Opportunity Employer. Real Estate, Property Management, Property Manager.