

Bay Management is seeking an experienced Property Manager to profitably manage the daily operations of a 406 multi-family community in Weymouth, MA. The Property Manager must be hands-on and possess strong financial management, analytical and communication skills. The ideal candidate will be a great team leader and positive role model to subordinates, residents and the community. An individual with professionalism, honesty, integrity and exceptional customer service skills. This individual should strive to maximize the value of the property, while being consistent with the goals & objectives of the company, by maintaining budget awareness, high quality standards and optimal occupancy.

Overview of the Requirements of the Position (including but not limited to):

- Manage the resources and assets of the property, including staff, buildings, and other assets
- Awareness of product, local market conditions and trends
- Analyze, prepare, and manage the operational budget of the community
- Work with team throughout the year ensuring all understand properties budgeted expenses
- Maximize the profitability of the community
- Meet or exceed budgeted Revenue, Expense, NOI and Cash Flow
- Manage all scheduled repairs as budgeted and approved by ownership
- Manage all contracts to ensure the best price and value are achieved
- Manage all contractors on the property for satisfactory work, confirm safety measures are followed, and insurances are up to date
- Maintain building and grounds in an acceptable manner
- Attract new prospects and guests through active marketing, excellent customer service, and adding value to the living experience of our residents
- Recruit, train, motivate, praise, discipline, review performance, and retain the highest caliber property management staff
- Coordinate staff schedules, supervise all site staff, inspect all staff work and provide direction to ensure proper and timely execution of all operational and fiscal responsibilities
- Prepare for and attend regular meetings with the staff to discuss daily operations, scheduled repairs and property issues.
- Effectively communicate with residents, investigate complaints, disturbances and resolve problems
- Understand and adhere to all Fair Housing laws

The Property Manager is eligible to take advantage of educational offerings that are available to ensure continued growth professionally.

To perform the job successfully, a Bachelor's degree is preferred. Qualified candidates must have 5+ years of experience in a property management setting as well as knowledge of industry software systems, preferably Yardi Voyager, Rent Café, Rent Maximizer, and proficiency with Microsoft Word, and Excel.

Physical Requirements: Must be able to bend, stoop, sit, stand, walk, climb stairs, reach, lift and carry items weighing 20 pounds or less.

Licenses/Certifications: ARM required. CPM or CPMC preferred.

Other Requirements: Must be able to pass a drug test, credit check and criminal history background check prior to employment and possess a valid state driver's license.

We are proud to offer a comprehensive benefit program to our team members including:

- Health, dental, and vision insurance,
- Company-paid life and disability insurance,
- 401k Plan with employer match, as well as
- A generous sick, vacation, and holiday package
- Medical, transportation, and dependent care flexible spending accounts
- Well program
- Pet insurance
- Bereavement leave
- Jury Duty Leave

Bay Management Corp. are an equal opportunity employer.

Please submit resume to: kari.corveno@baymanagement.com