

Job description

Property Management company is seeking a Property Manager for a HUD/Tax Credit Senior Building in the Seattle area.

The ideal candidate must have at least 10 years' experience as an Affordable Housing Property Manager and must be knowledgeable of Section 8 and LIHTC. CPO/COS/LIHTC Compliance or equivalent preferred. Proficient with MS Office.

Requirements:

- Must possess strong leadership and organizational skills.
- Able to deliver the highest quality of professionalism to the residents, staff, and contractors.
- Qualified individuals will have proven performance in successfully monitoring financial statements, capital enhancement projects, revenue, expenses, net operating income and occupancy goals.
- Conceive new and innovative marketing strategies to aid in curb-side appeal and attract new residents.
- Develop and mentor a highly dynamic team.
- Required to possess a driver's license.

Responsibilities

- Oversee daily operations of property management, ensuring compliance with LIHTC and Section 8 regulations.
- Supervise maintenance staff and coordinate maintenance schedules, utilizing CMMS for efficient tracking.
- Manage tenant relations, addressing concerns and ensuring satisfaction.
- Prepare reports using Microsoft Office to analyze property performance and budget management.
- Implement safety protocols and maintain high standards of property upkeep and mechanical systems.
- Lead project management initiatives to enhance property facilities and services.

Benefits include:

- Medical, Dental, and Vision.

- Annual bonuses based on performance.
- Annual raises based on performance.
- All required training and continued education are provided.

Job Type: Full-time

Pay: \$85,000.00 - \$95,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift

Experience:

- Property management: 5 years (Required)

License/Certification:

- Driver's License (Preferred)

Ability to Relocate:

- Seattle, WA 98125: Relocate before starting work (Required)

Work Location: In person