

COMMUNITY MANAGER

Who We Are: Redwood Communities, Inc. ("Redwood Communities"), an affiliate of Redwood Housing, is a multifamily property management organization that manages affordable housing communities throughout the country. To date, Redwood Communities has assembled a best-in-class team that currently manages a growing portfolio of properties and has built strong working relationships with government agencies and leading non-profit organizations to raise the standard of living for our communities.

Responsibilities:

- Manage the overall day-to-day site operations
- Supervise and train onsite staff
- Handle performance issues effectively, consistently, and timely
- Complete daily/weekly office and maintenance checklists, schedules, and assignments
- Review and approve purchase orders
- Ensure staff compliance with policies and procedures, as well as industry regulations
- Timely and accurate income certifications
- Responsible for compliance with federal housing standards and fair housing laws

Qualifications:

- At least Three years of related industry experience
- Experience with Section 42, HUD, Tax Credit, or other Affordable Housing
- Excellent time management and organizational skills, ability to multi-task, prioritize work and track deliverables in a fast-paced environment
- Proficient computer skills, competency with Microsoft Word, Excel and Outlook, and ability to utilize RealPage
- Excellent written and verbal communication skills
- Demonstrate knowledge and skills to work effectively in multi-cultural situations, as well as a commitment to working with people experiencing homelessness
- Strong ethics and integrity

What We Offer:

- Competitive salary \$30hr + \$750 sign on bonus
- Incentive bonuses based on individual and Company performance
- Top tier health, dental, and vision benefits
- 401(k) with Company matching
- Life and disability insurance
- Paid time off

Visit us to Apply:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6999875