

Apartment Manager - Lake Stevens Manor

Lake Stevens, WA

Description

Green Hill Associates Inc is seeking an Apartment Manager for a multi-family affordable housing project. The ideal candidate is a self-driven, adaptable individual who demonstrates humility, integrity, and possesses a strong team focus.

The Apartment Manager is accountable for the day-to-day operations and achievement of operational and supervisory goals including leasing, recertification, tenant relations, marketing, budgeting, and accounts payable and receivable. As an on-site leader, you will oversee all aspects of the property to ensure compliance with regulatory policies and procedures, safety and fair housing guidelines, and liability concerns.

****Green Hill Associates Inc is the employing entity for Viridian Management, Inc team members.****

Viridian Overview:

For over twenty years, the professionals at Viridian Management have been making affordable housing feel like home. Our properties provide residents with a clean, safe and comfortable environment to enjoy with family and friends. We are committed to responding quickly to the diverse needs of our residents and partners and strive to be the most conscientious property management company in the region.

Location: Lake Stevens, WA - Lake Stevens Manor

Job Type: Part time

Schedule: 24 hours/week / Monday - Friday

Compensation: \$24-27/hour DOE

Benefits include:

- Employer-paid Life Flight Membership
- MetLife Pet Insurance

- Aflac
- 401k with 4% employer match
- Paid Time Off (PTO) - accrued at 2.31 hours/biweekly for 24 hour/week employees
- 15 paid holidays per year, including two four-day weekends and your birthday
- Paid bereavement leave
- Employee Assistance Program

All benefits may be canceled or changed at the discretion of the company, unless otherwise prohibited by law.

Essential Duties and Responsibilities:

- Supervise property activities and daily operations
- Conduct all core business processes to include: leasing, resident relations, marketing, budgeting, accounts receivable and accounts payable
- Screen applicants for affordable housing eligibility, maintain a waiting list of all applicant activities
- Maintain occupancy in accordance with site goals as established by supervisor
- Manage tenant files for Move In/Out and Annual Recertification in accordance with company policy and applicable housing agency requirements

Desired Qualifications:

- Demonstrated leadership skills
- Growth mindset and willingness to learn
- Ability to effectively manage and delegate numerous tasks in a short period of time
- Proven proficiency in all areas of property management operations
- Strong organizational, analytical, financial and decision-making skills
- Excellent communication, management and customer service skills

- Proficient in use of Microsoft Office Suite (Word, Excel), Gmail
- Proficient in use of the computer, fax, scanner, printer, smartphone and Samsung tablets
- High school diploma or GED equivalent
- Valid driver's license and insurance
- Legally qualified to work in the US