

Property Manager, Providence, RI

First Realty Management is currently seeking a qualified Property Manager

DESCRIPTION:

Ensures the efficient operation of a diverse, scattered-site portfolio totaling 212 residential units, as well as commercial space, in the Elmwood section of Providence, RI.

Property Manager will provide the highest quality product and service by:

- operating the property within established financial guidelines and budget
- ensuring physical plant meets established property standards
- maintaining occupancy at established level
- reviewing delinquent accounts and taking required action
- ensuring that staff maintains a professional appearance and attitude, and responds to resident requests in a timely, efficient, and courteous manner

QUALIFICATIONS:

Must have experience in the following:

- managing assisted **multi-family rental housing**
- thorough knowledge of **low income housing tax credits (LIHTC)**
- broad knowledge of **Federal, State, and Local housing regulations**
- strong financial, marketing, supervisory, and resident relations skills
- superior ability to communicate effectively, verbally and in writing
- experience in exercising leadership, judgment, and initiative

To apply, please email cover letter, resume, and three references

An Equal Opportunity Employer