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## Opportunity is knocking!!! Join Team Vesta as a Property Manager!

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### **Job Opening:** Property Manager

#### **Position Description:**

Vesta is looking to hire an outgoing, motivated and experienced property manager to oversee operations of our 350 apartment home community, Windham Heights in Willimantic, CT. This community consists primarily of project based section 8 units. We are looking for an affordable housing professional, who's energetic and enjoys multi-tasking and working in a supportive team environment.

The ideal candidate is a natural leader with strong supervisory, communication; verbal and written skills as well as superb customer service, leasing and marketing expertise. Attention to detail and ability to work independently is necessary. Working with and or the ability to learn to work with today's technology ie. Email, desk-top, lap-top, Ipad, iPhone, tablet etc. and a thorough understanding of Social Media, Facebook, Linked In, Twitter necessary. Proficiency in Microsoft Office, Excel and property management software required.

#### **Minimum Qualifications:**

- Bachelor's Degree and/or two years related work experience.
- Requires HUD property management experience. The successful candidate must have working
- Knowledge of HUD subsidy programs, voucher preparation, HUD policies, procedures and reporting requirements.
- COS or CPO preferred.

**Salary:** Commensurate with experience, full benefits package including 401k safe harbor retirement plan, bonus incentive program!

**To apply, forward your resume and salary requirements to:** [egreen@vestacorp.com](mailto:egreen@vestacorp.com)