



Property Manager – Affordable Apartments Bayside Village, Newport, RI

The Simon Companies is searching for an experienced, motivated, and professional Property Manager to manage the everyday operations of a 111-unit project-base Section 8 Family community in Newport, RI: Bayside Village (www.baysidevillageapts.com). This is a proactive position that depends on a forward-thinking, leadership mindset. We have a great team in place at Bayside and are looking for a strong leader to join us!

The successful candidate *MUST HAVE PRIOR EXPERIENCE* as an Apartment Manager, providing supervision, and oversight of affordable housing (either with Tax Credit or HUD project-based Section 8). Must have IREM ARM certification or willingness to obtain within the first year of employment.

Essential Duties and Responsibilities, including but not limited to:

- Administer property operations including rentals, collections, payables, maintenance oversight and resident compliance
- Manage HUD paperwork including vouchers, certifications, EIV and waitlists.
- Develop and maintain a professional relationship with local housing authority
- Ensure community is a desirable destination for Prospective Residents seeking “rental-by-choice” apartment living
- Regularly walk the property and perform unit inspections (property-wide 2x per year)
- Cultivate a positive team environment to achieve goals

Required Experience / Skills:

- 5+ years of Affordable Property Management experience
- Working knowledge of RealPage/OneSite, Microsoft Word and Excel

- Demonstrated career progression/successful track-record of achieving desired results
- Ability to manage multiple tasks/projects with short and long-term goals
- Proactive leadership style
- Strong attention to detail
- Bilingual in Spanish/English is a PLUS

Pay Range: \$70,000 - \$85,000/year

Equal Opportunity Employer

Interested candidates should send resume to: kscanlon@simoncompanies.com