



ABOUT THE COMPANY

Peabody Properties, Inc. is recognized as a leader in the Real Estate industry, offering attractive compensation, benefits and challenging career opportunities. Our success can be directly attributed to the professional, dedicated and experienced staff that comprises our management team. For more information about PPI, visit our website at: www.peabodyproperties.com

JOB DESCRIPTION

Peabody Properties, Inc. is seeking an experienced Assistant Property Manager for a 337 unit apartment community in historic Charlestown, MA. The Assistant Property Manager provides daily assistance to the Property Manager by providing backup in all facets of property management for the effective operation of the site. Additional duties include but are not limited to collections, correspondence with residents, property inspections, interim and annual recertifications, administrative functions, etc. **Affordable Housing experience strongly preferred**

QUALIFICATIONS

Candidates must have:

- * Proven knowledge of and compliance with: Affordable Housing, Federal, State and Local Housing regulations
- * Proven and demonstrated ability to accurately complete recertification paperwork in a timely manner
- * Solid administrative, organizational, computer, marketing skills and resident relations skills
- * Proven ability to work independently and as part of a team
- * Ability to communicate effectively, both written and verbal
- * Ability to take initiative and be self-motivated
- * Excellent customer service skills

BENEFITS

We view our staff as our most valuable asset. Therefore, we offer our employees a competitive salary and benefits package.

*Peabody Properties, Inc. is an Equal Opportunity Employer. Peabody Properties, Inc. is committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, sexual orientation, disability, or national origin.

Applicants encouraged to confidential self-identity when applying. Smoke-free workplace.
Drug-free work environment.

TO APPLY

Submit your resume via EMAIL to: mfrederick@peabodyproperties.com, FAX:
781.794.1001, OR by MAIL to Corporate Recruiter, Peabody Properties Inc., 536 Granite
Street, Braintree, MA 02184

