



Housing Management Resources (HMR) is a Property Management company specializing in management of affordable housing communities. We are the Dream Team of professionals who are committed and enthusiastic about our mission. You, too, can experience what it's like to get up every morning knowing we are making a difference in people's lives! As **Portfolio Manager** you will be responsible for the operations of a portfolio of properties, which means you need to be a focused, proactive self-starter, and able to multi-task in a fast-paced environment. Above all, you will ensure that your communities are functioning at peak of efficiency and in line with our mission statement and core values.

To begin your journey and join our team, we want you to have:

- Experience providing supervision and leadership to Property Managers
- Ability to motivate, review, provide direction and feedback of assigned tasks
- Responsible for ensuring that all HMR policies and procedures are implemented at all properties in the region
- Ensure that the annual budgets are prepared timely and accurately prior to presenting and reviewing them with Senior Management
- Monitor properties' cash flow, reviews projections at least monthly, and recommends appropriate actions to Senior Management
- Responsible for ensuring that residents are satisfied with the service provided by the company; works with the Property Managers to promote effective customer relations and implement resident retention programs
- Responsible for hiring, mentoring and professional development of the Property Managers and in the portfolio
- Frequent travel to sites and other business related travel

Preferred qualifications:

- Minimum 5 years Property Management experience required
- Problem solving, project management and analytical skills
- Working knowledge of HUD and LIHTC programs and requirements
- Knowledge and understanding of Fair Housing regulations
- Previous Supervisory experience and excellent interpersonal skills

We expect a lot. But we give a lot, too.

Let's be honest. The field of Property Management is very dynamic and will require you to be focused and committed to your work, community and your team. But the satisfaction you get from helping people will be unmatched!

Here is what career with HMR will offer to you:

- Fulfilling career focused on **Integrity, Respect, Enthusiasm, Commitment and Harmony**
- Employee perks such as industry-leading benefits, long-term growth, and professional development.

To Apply:

We are guided by our CORE values – Integrity, Respect, Enthusiasm, Accountability, Commitment and Harmony. If these values speak to you and you are ready to roll up your sleeves and start making a difference in people's lives, **we need to hear from you! Wow us with your cover letter and experience to guarantee a response!** Email your resume to Recruiting@hmrproperties.com or apply online at www.hmrproperties.com