

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, hands-on Property Manager for its apartment community in Melrose. The Property Manager manages and directs the efficient operation of the apartment complex by operating the property within established financial guidelines and budget, ensuring established property standards are met, maintaining occupancy at reasonable levels, reviewing delinquent accounts and taking required action while responding to resident requests in a timely, efficient and courteous manner.

QUALIFICATIONS

Candidates must have:

- * 3+ years' experience in property management
- * Proven knowledge of and compliance with affordable housing, federal, state and local housing regulations
- * Solid management and proven leadership skills
- * High degree of interpersonal skills with the ability to communicate effectively, both written and verbal
- * Demonstrated competency in MS Word and MS Excel
- * One site management program experience or similar a plus.
- * Strong financial, marketing and resident relations skills
- * 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