

Property Manager

The Barkan Companies is a diversified group of real estate businesses with a solid record of success in property management, construction and development. Since our founding in 1964, we have established ourselves as an industry leader in the residential real estate sector. Today we employ over 600 people and provide services to 125 residential communities in 14 states. Our Boston based company has regional offices in Providence, Hartford and Washington DC, which all deliver outstanding client service with an uncompromising focus on quality and integrity. Barkan is looking for dedicated and talented individuals who are able to contribute their skills in a collaborative environment in service to our clients. In return, Barkan offers highly competitive compensation and some of the best benefits in the industry. Barkan is an equal opportunity employer.

Barkan Management Company is seeking an experienced Property Manager for a 200+ unit affordable property located in West Hartford, CT. The successful candidate will have experience in management of large apartment communities, including, management of all operational aspects; management of client expectations, management of complex issues, such as; fiduciary, physical facility improvements and maintenance coordination, HUD/CHFA requirements, and have the ability to manage staff and vendors. We are seeking someone with strong property management, capital improvement planning and implementation, and outstanding customer service skills who will promote excellence within themselves and throughout the community.

Job responsibilities will include:

- Fosters a positive, active, and collaborative relationship with staff, residents, vendors, and associated agencies;
- Effectively motivate staff through positive reinforcement, setting an example to ensure outstanding performance of all staff members;
- Negotiate and coordinate services/contracts with the operation of the property;
- Adhere to timely completion of required reports to Board, mgmt. company and applicable agencies;
- Prepare and administer marketing plans and ensure highest level of occupancy is maintained;
- Ensure sufficient resident programs are available to the residents;
- Prepare and monitor operating and capital budgets;
- Ensure all routine, preventative and non-routine maintenance is prioritized and scheduled;
- Enforce and adhere to company policies, rules, safety practices and regulations;

- Understand and comply with Fair Housing laws and standards;
- Participate in training seminars as requested;
- Must be proficient with Microsoft Office, Boston Post, Yardi or other similar property management software.

MINIMUM QUALIFICATIONS

Education/Training/Experience – 4 year college degree preferred, with industry certifications, 3-5 years property manager experience, and affordable housing experience is a plus.

Qualifications and Skills –Must have the ability to supervise employees, contractors and vendors. Must be organized, efficient, have the ability to prioritize, have excellent follow-up and outstanding interpersonal and communication skills. Candidate must be knowledgeable and skilled in the required software programs specific to property management; affordable housing experience is a plus. We are looking for a candidate who is committed and has a willingness to excel in the field of property management.

We offer a competitive salary, comprehensive benefits package, to include health, dental, vision, life insurance, long & short term disability, paid vacations, a 401K match and opportunities for advancement. Interested candidates should e-mail resume to:

lwaldrop64@gmail.com