

Site Manager

Position Summary – The primary role of the Site Manager is to oversee the day-to-day operations of the rental office for the Colony Retirement Homes in accordance with HUD guidelines as well as Colony policies.

Education, Experience and Training–High School diploma or equivalent required. Prior experience in property management required. Experience with the elderly preferred.

Knowledge, Skills, and Abilities –Strong interpersonal skills including having a helpful and patient nature. Ability to work independently and as part of a team. Ability to communicate clearly both orally and in writing, particularly during emergencies. Clean and professional presentation a must. Requires ability to focus on details and multitask as situations demand. Effective organizational skills. Ability to handle deadlines. Knowledge of HUD Section 8 regulations required. PC proficiency using Microsoft Office suite-Word, Excel, etc. as well as HUD compliance software required. Familiarity with other cultures and languages a plus.

- 1. Perform all rental activities, i.e., collect applications, manage wait list, interview prospective residents, perform landlord checks, verify income for eligibility and prepare leases, show units, arrange move ins move outs,*
- 2. Orient new residents to the Colony Retirement rules and regulations.*
- 3. Collect and record rents and other charges.*
- 4. Prepare monthly reports and voucher documentation.*
- 5. Ensure that residents comply with Colony Retirement Corporation policies related to pets, snow, air conditioners, etc. Work with residents to understand obligations.*
- 6. Maintain key box, petty cash, and tenant files safely*
- 7. Process certifications and annual recertifications according to HUD guidelines.*
- 8. Work with Superintendent around work orders, site safety, betterment plans.*

- Ability to ascend/descend stairs to show and/or inspect apartments (Colonies I, II, and Holden).
- A large amount of work performed is sedentary.
- Requires ability to file, operate typical office machinery such as postage meter, copy machine, fax machine, and computer.
- Repetitive movements may be required.
- Will require occasional lifting of office products, around 20 pounds.
- Requires ability to concentrate during regular, noisy periods.

It has been shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. We are dedicated to building a diverse, equitable, and inclusive workplace so if you are excited about this position, but don't meet all the qualifications, we encourage you to apply anyway as you may have transferable skills.

**As required by the ADA, reasonable accommodations can be made to the position to enable a person with disabilities to perform some of the essential functions.*

Last reviewed 9/1/2023

Additionally, while our positions may not require fluency in other languages or familiarity with other cultures, we will consider these skills a plus due to the diversity of residents living at our sites.

Please send resumes to mdelorey@colonyretirement.com