

## **Property Manager – Affordable Multifamily Property Management**

Our company is a high-performance property management affiliate of one of the nation's most accomplished affordable housing owner /developers. We manage over 6,000 units throughout the United States. We are seeking candidates for the position of Property Manager for a tax credit / Section 8 assisted apartment development in Boston, Massachusetts.

The skill sets for this position are very specific and only those candidates with these skills and credentials should apply. We presently have no other openings so respond only if your credentials match what follows.

We are looking for a person who has direct multi-site affordable apartment property management experience in the Boston, Massachusetts area. We want to hire in this area and will not consider candidates requiring relocation.

Candidates will have expert knowledge of the low income housing tax credit program, HUD programs and Section 8 rental assistance. The ideal applicant will be a bright and dynamic leader with hands-on experience and the demonstrated ability to successfully manage staff and oversee day-to-day operations, maintenance programs, marketing and leasing activity, occupancy, financial analysis, budget preparations and annual tenant certifications. This position is 'hands on', but requires the ability to envision and create, in concert with residents and staff, a harmonious, cohesive atmosphere.

Candidates must have a Bachelor's Degree and be certified as a Tax Credit Specialist and/or Certified Occupancy Specialist.

The selected candidate should have a strong background in operations, turnaround situations, strong verbal, written and customer service communication skills and ideally Microsoft Office & Yardi software. This is a property management position reporting to the Regional Property Supervisor requiring hard work, commitment, travel and the ability to make good things happen.

We hire people who like to work, who are smart and who study this business...and we search for people who want to make a difference each day.

We are an honest, capable and professional management company that takes care of its employees with attractive compensation, benefits and resource support including advanced technology and operating systems. You will be a part of a strong team of individuals who routinely accomplish great things.

We are an Equal Opportunity Employer.

Send along a letter introducing yourself and your resume. We appreciate your effort and promise to respond to each qualified resume submittal. Resumes can be emailed to [rbeeks@preservationhousing.com](mailto:rbeeks@preservationhousing.com).