



# Job Posting

May 1, 2019

## POSITION

Property Manager

## EMPLOYMENT TYPE

Regular FT - 35 hours/week

## REPORTS TO

Assistant Director of Property Management

## ESSENTIAL DUTIES AND RESPONSIBILITIES

RiseBoro Property Managers are responsible for the overall maintenance and operation of residential properties and act as a liaison between RiseBoro and the tenant. They oversee the day to day operations of each property, assure timely rent collection as well as proper maintenance of the property. They review all leases and move in packages and fill vacancies in a timely manner. They are required to be on call 24 hours for emergencies. With the Compliance Manger, they oversee all annual re-certifications for Rent Stabalization, LIHTC, REAC, or Section 8 properties as applicable. They are responsible for maintaining all records, reports and files pertaining to tenants and buildings. Responsible for supervising building Superintendents and Porters. Responsible for clearing all violations on properties and attending hearings with administrative bodies. Works with vendors in obtaining proposals for work orders. Works with Tenant Relations Desk to assure tenant satisfaction. Responsible for operating building within prescribed budget. Tracks financial performance of buildings through Yardi reports. Identifies operating and maintenance issues proactively and proposes solutions.

## COMPETENCIES

- Detail oriented
- Organized
- Ability to successfully manage multiple relationships

## EDUCATION EXPERIENCE

Experience in property management, min. 2 years  
Affordable housing management experience preferred  
Experience with Yardi Property Management Software  
Bilingual (Spanish/English) strongly preferred  
Excellent oral and written communication and interpersonal skills, including demonstrated ability to work well with varying levels of staff members.

## APPLICATION DEADLINE

TBD

## SUBMIT RESUME TO

Bianca Fernandez, bifernandez@riseboro.org

