

SMITH HILL CDC PROPERTY MANAGER



As a team member, the **Property Manager** is responsible for supervising Property Management staff on tenant relations, rental relations, property maintenance, and marketing for SHCDC. Experience with Microsoft Excel and other Microsoft office software **required**.

The **Property Manager** responsibilities include processing and managing applications, meeting with applicants, scheduling appointments, community outreach, and updating, organizing, and maintaining all resident files. This role requires interaction with vendors, tenants, and other team members, via telephone and in-person.

The ideal candidate should possess strong communication skills, both verbal and written. Strong marketing skills and professional demeanor is required at all times. The ideal candidate should have a positive attitude, computer proficiency, and be a team player. A proactive personality is a must. Previous experience in property management with a minimum of 3 years is **required** for this position.

Property Management Responsibilities

- Processing and managing applications.
- Meeting with and interacting with tenants.
- Scheduling appointments for recertification and apartment inspections.
- Property inspections.
- Tenant files compliancy.
- Supervising Maintenance staff.
- Marketing and community outreach.
- Updating, organizing, and maintaining all resident files.
- Creating month-end reports.

Requirements

- Must work well under pressure, meet deadlines and be organized.
- Strong time management skills.
- Ability to work independently.
- Work within budgets.
- Exercise sound judgment.
- Possess strong negotiation skills.
- Demonstrate respect and regard for the dignity of all residents, families, visitors, vendors, and fellow employees to ensure a professional, responsible, and courteous environment.

This is a 10 hour per week, part-time position. Candidates must be willing to work a flexible schedule, including possible nights and weekends. Please provide resume, cover letter and salary requirement to jlamb@smithhillcdc.org with subject line "Property Manager Applicant."