Title: Property Manager

Reports To: Senior Property Manager

Department: Supportive Housing Management Services (SHMS)

Position Overview:
Directs all phases of activity related to the management of the properties assigned to him/her.

Job Responsibilities:
- Maintain the physical asset and maximize the financial returns from that asset in accordance with the owner’s objectives.
- Coordinate all decisions related to the management and maintenance of the property.
- Prepare an annual operating budget for the property and review monthly financial reports related to the performance of the property.
- Implement all facets of the agency policy regarding rent collection.
- Coordinate and supervise all activities related to the marketing and leasing of the property including review of all rental applications and lease forms for accuracy and compliance with resident policy.
- Conduct weekly inspections of the physical property and follow up on all maintenance work to ensure completion.
- Maintain relationships with residents, the community and others in the profession.
- Maintain relationships with vendors, suppliers and professionals servicing the company or the property.
- Conduct all business activities in accordance with appropriate regulations and agreements, management agreement and ethical standards established by SHMS and the industry.
- Conduct annual inspection of all apartments.

Job Requirements:
- Ability to handle finances and work within a budget.
- High School Degree or equivalent
- Word processing skills.

Certification/License Requirements:
- None

Conditions:
- Typical office environment.
- Local travel required.

Dimensions:
- Vary according to the number of the properties assigned to the manager.
- Vary according to the budget of the property.

Behaviors:
- Innovation
- Attention to detail
- Ability to work with others