

HISPANIC HOUSING DEVELOPMENT CORPORATION – Property Manager

SUMMARY: The **Property Manager** is responsible for maintaining all day-to-day operations and assisting with long-term planning at the property/properties assigned. This individual will oversee the supervision of all on-site personnel as well as the enhancement of staff performance along with the Property Supervisor. The Property Manager will be expected to complete all management duties in a professional and timely manner and maintain the property to the highest industry standards.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- ◆ Is responsible for scheduling all maintenance work, approving schedules and conducting follow-up inspections of maintenance work.
- ◆ Inspects site grounds daily, and approves “make-ready” status of vacant apartments.
- ◆ Oversees key control, and educates employees regarding safety and security. Prepares and updates emergency procedures plan.
- ◆ Implements and oversees compliance with all regulatory agency policies and Tenant Selection Plan requirements (i.e. Fair Housing and Occupancy compliance).
- ◆ Supervises all aspects of marketing and leasing.
- ◆ Establishes networks with community services and responds to inquiries or complaints.
- ◆ Acts as a liaison and advocate on behalf of the residents to public and private agencies.
- ◆ Prepares and submits monthly reports to HHDC and regulatory agencies on a timely basis.
- ◆ Prepares payroll information and submits to Property Supervisor bi-monthly.
- ◆ Oversees all resident files are properly maintained to HHDC and regulatory agency standards.

MINIMUM QUALIFICATIONS

- ◆ College degree, preferably in Urban Development or a related field.
- ◆ Excellent ability to communicate with others, both orally and through writing.
- ◆ Bilingual (Spanish/English) helpful.
- ◆ Must have/obtain HUD Certifications and IREM ARM designation.
- ◆ 5-8 years property management experience in a not-for-profit and/or real estate development, construction, or Property Management company required.
- ◆ Computer literacy required; including working knowledge of MS Office Suite and property management software/systems preferred.
- ◆ Highly organized, strong time management and supervisory skills required.
- ◆ Vehicle, insurance and good driving record.

SUPERVISORY RESPONSIBILITIES

- ◆ Supervises the Maintenance Supervisor, Assistant Property Manager, Janitor, Maintenance Person, Leasing Aid, and Administrative Assistant positions.

EOE

Important: Please indicate the position you are applying for in the subject of the fax or email. Include your salary requirements and fax resumes to 312-602-6530, Attn: HR or email to recruiting@hhdevcorp.com.

Principals only -- No Recruiters