



Position Title: **Property Manager – On-Site**

**** 3 open positions, all Full-time: *Hayward, San Jose, Palo Alto, Fremont***

TO APPLY, PLEASE VISIT: <https://careers-edenhousing.icims.com/jobs/>

About Eden:

Eden Housing is committed to creating communities and changing the lives of others through affordable housing. As a team, we work to meet the needs of lower income families, seniors, and persons with disabilities to develop true home environments and to genuinely improve the quality of life for our residents.

Employee perks:

- Gain experience, training, and mentorship alongside other hardworking professionals.
- Emphasis on health, wellness and workplace safety - free gym membership provided.
- Employee discounts on movie tickets, hotels, cruises, attraction sites like Disneyland & more!
- 100% Paid medical and dental benefits for employees.
- Employer contribution to your 401k plan.
- Great collaborative environment!

Position Summary:

Under the direction of the Property Supervisor, the Property Manager is responsible for the overall operation of the property, and the day to day implementation of those policies, procedures and programs that will assure a well-managed, well-maintained building within established management operating and fiscal policies and assuring compliance with all regulatory agencies and investors. This includes developing within the project a supportive environment for all residents, assuring the project's sound fiscal management, maintaining an acceptable occupancy level, maintaining a clean, well-maintained building and grounds, managing the onsite staff and their duties, interacting with and supervising vendors, and if applicable, working with a Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Physical Asset and Maintenance/Janitorial Management

1. Supervises all maintenance and janitorial staff, vendors, contractors, and providers of service to the property, to ensure completion and quality of product provided.
2. Performs annual or more frequent inspections of units and follows up with housekeeping letters, preparation of work orders and maintenance charge-backs to residents.
3. Reviews completed and outstanding work orders on a daily basis. Ensures the work orders are completed in a timely manner, consistent with Eden policies and procedures.
4. Prepares list of capital replacements required or anticipated, when applicable, and submits to Property Supervisor in advance of budget preparation.

Marketing and Leasing

1. Maintains full occupancy.

2. Markets units by preparing advertising and marketing programs in compliance with federal, state, local and regulatory requirements. Makes recommendations to improve marketing and leasing programs.
3. Prepares weekly Vacancy Reports, monthly Budget Variance Reports, Management Overview Reports, and ensures resident lists are accurate and up-to-date at all times.

Resident Management

1. Attends and participates in outside or in-house activities, meetings, organizations, regulatory agency meetings or inspections, etc. as required by the needs of the property and as directed by the Property Supervisor to enhance the sense of community at the property and to enhance the public image of the property.
2. Ensures all site staff responds to all resident requests or complaints in a timely, efficient and courteous manner.
3. Manages resident evictions in compliance with court order and directions from Eden Housing's legal counsel or Property Supervisor.

Financial Reporting and Control

1. Collects rents and other monies, and ensures that all transactions are processed and inputted accurately and completely in the YARDI computer accounting system using procedures set forth by Eden Housing.
2. On a monthly basis, compares lease information with monthly rent roll to ensure that the property security deposits, rents, move in dates, etc. are accurate.
3. Prepares monthly financial packages for submission to the Property Supervisor.

Administration

1. Manages the day-to-day administration of the property office, including answering telephones during normal business hours; interacting with residents in a courteous and professional manner; sorting, distributing, opening and answering mail daily; coding invoices daily; and handling resident inquiries and concerns. Ensures the office is clean and well organized, and that it and the staff are presentable to the public.

Personnel Management

1. Interviews, hires, trains, evaluates, motivates, disciplines, and terminates all staff under direction of Property Supervisor and in accordance with Eden Housing Personnel Policies.

EDUCATION and/or EXPERIENCE

High school graduate or GED; Bachelor's Degree (BA) a plus; or one year experience in affordable housing management or one year managing people, projects, materials and information; or equivalent combination of education and experience.

OTHER DESIRABLE SKILLS, ABILITIES AND QUALIFICATIONS

- Willingness to learn and troubleshoot preventive plumbing, electrical and landscaping and ongoing maintenance issues and concerns.
- Positive attitude, good sense of humor, energetic, assertive, and capable role model for subordinates.
- Demonstrated integrity on a professional level.
- Excellent communication and customer service skills. Strong attention to detail.
- Knowledge of Word and Excel. YARDI software knowledge a plus.
- Ability to handle a large number of projects at once and shifting priorities in a fast paced environment.
- Second language skill a plus.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have reliable automobile transportation, a valid California Driver's License and insurance. ARM certification preferred.

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