

Employment Opportunity Posting

Management Co.:	Action Housing, Inc. / SHMS
Position Available:	Property Manager
Available:	Immediately
Location:	East Pittsburgh, PA
Job Description:	Directs all phases of activity related to the management of the properties assigned.
Essential Duties:	<p>Maintain the physical asset and maximize the financial returns from the asset in accordance with the owner's objectives.</p> <p>Coordinate all decisions related to the management and maintenance of the property.</p> <p>Prepare an annual operating budget for the property and review monthly financial reports related to the performance of the property.</p> <p>Implement all facets of the agency policy regarding rent collections.</p> <p>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.</p> <p>Conduct weekly inspections of the physical property and follow up on all maintenance work to ensure completion.</p> <p>Maintain relationship with residents, the community and others in the profession.</p> <p>Maintain relationships with vendors, suppliers and professionals servicing the company or the property.</p> <p>Conduct all business activities in accordance with appropriate regulations and agreements, management agreement and ethical standards established by SHMS and the industry.</p> <p>Conduct annual inspection of all apartments.</p>
Qualifications:	Ability to handle finances and work within a budget, High School Degree or equivalent, Word processing skills.
Compensation:	
Benefits:	
Apply:	Send Resumes to: Ron Donner - rdonner@shms-actionhousing.org