

Employment Opportunity Posting

Management Co.: Ralph A. Falbo, Inc.

Position Available: Property Manager - Affordable Housing

Available: 06/03/2019

Location: Pittsburgh, PA

Job Description: The Property Manager is responsible for oversight of the daily operations of a family apartment complex. The responsibilities include reviewing applications for potential tenants, applying established criteria for resident qualification, renting apartments, collecting rents and deposits, overseeing use of community room or other shared facilities, coordinating property maintenance, investigating and resolving tenant complaints and issues, preparing necessary reports, and supervision of on-site staff.

Essential Duties: The Manager will be responsible for the day to day activities including but not limited to the following:

- The Manager must assist in overseeing company objectives and the property operating budget, with the primary goals of increasing the cash flow, balancing the budget, maintaining the physical asset and providing a quality living environment.
- Lease units and move in new residents
- Collect and process rents in a timely manner.
- Maintain resident files in complete and accurate condition, and at all times, prepared for an MOR or Company Audit.
- Turn around vacant units efficiently overseeing the Maintenance and expenses.
- Resolve resident complaints.
- Maintain property and units in excellent physical condition – Must have knowledge of REAC and PCC inspections.
- Input vendor invoices in the property management database.
- Ensure property is rented to fullest capacity.
- Provide constant vendor/contractor communications concerning scheduling, billing, vendor relations and certificates of insurance.
- Ensure that vendor invoices are submitted to the corporate office for payment, handle petty cash and all funds.
- Initiate any necessary evictions or lease violations.
- Frequently inspect buildings and grounds, record deficiencies, and take action to improve the general appearance of the property within budget parameters.

Qualifications: High School Diploma or GED; and 1 year affordable housing experience.

Compensation: TBD

Benefits: Healthcare, Life Insurance, Paid Time Off and Vacation, 401K Profit Sharing

Apply: Please send resume and qualifications to Deanna@ralphfalbo.com

Must be willing to take and pass drug screening and background check.