

Employment Opportunity Posting

Management Co.:	NDC Asset Management LLC
Position Available:	Property Manager - Part Time
Available:	Immediately
Location:	Jim Thorpe Area
Job Description:	We are looking for a prudent property manager to be responsible for the direct management oversight of a 27 unit subsidized Tax Credit/Section 8 property in the Jim Thorpe area. The goal is to maximize asset value, customer satisfaction and revenue.
Essential Duties:	<ul style="list-style-type: none">*Manager all aspects of assigned properties*Design business plans for assigned properties that suit customers' needs*Inspect and arrange maintenance to meet standards*Maintain a positive, productive relationship with tenants*Negotiate lease/contracts with contractors in a timely and reliable manner*Advertise and market vacant spaces to attract tenants*Collect receivable accounts and handle operating expenses*Develop and manage annual budgets by forecasting requirements and analyzing variances, data, and trends*Oversee properties personnel and assess its performance*Accomplish financial goals and report periodically on financial performance*Source and build relationships with prospective clients to expand business opportunities*Update job and market knowledge
Qualifications:	Bachelor Degree (Preferred) Affordable Housing Experience (Preferred) Valid Real Estate Agent/Broker License (Preferred)
Compensation:	\$10.00 - \$13.00 per hour
Benefits:	Health Insurance, Dental Insurance, Vision Insurance, Retirement, Paid Time Off
Apply:	Send Resumes to: rkropa@ndcassetmanagement.com Rich Kropa 321 Spruce Street, 6th Floor Scranton, PA 18503 - 570-344-5999