

**PROPERTY MANAGER**  
**CANON APARTMENTS AND CENTURY PLAZA APARTMENTS**

We are seeking an experienced and highly motivated Property Manager to oversee the day-to-day operations of our elderly housing facilities at Canon Apartments located in Canonsburg, Pennsylvania, and Century Plaza Apartments in Washington, Pennsylvania.

This position is accountable for ensuring that the designated low-income elderly housing facilities with elderly tenants, and tenants with disabilities are run efficiently and in accordance with state and federal regulations.

The Property Manager will additionally be responsible for managing multiple priorities, ensuring tenant satisfaction, and maintaining property values. This is a dynamic role that requires strong leadership skills, excellent communication abilities, and an understanding of property management principles. Above all else, the spirit of teamwork and cooperation with other team members will not only improve the job you do but enhance the entire work experience.

**Responsibilities:**

- Leasing and Occupancy of vacant units utilizing the facility's waitlist for the appropriate selection of prospective tenants.
- Process all applicable recertifications.
- Collect, record and deposit rent payments and other charges in accordance with the Residential Lease Agreement.
- Process and reconcile all move-ins, move-outs, and the monthly building ledger.
- Responsible for compliance of the regulations governing Section 8 HUD and Low-Income Housing Tax Credit programs.
- Establish and maintain effective communication with residents, prospective applicants, and maintenance staff.
- Demonstrate ability to resolve resident complaints.
- Inspect the property daily – attend to buildings needs and conditions being mindful of resident safety.
- Conduct formal site inspections of building interior and exterior.
- Demonstrate leadership in corporate attitude, communication skills, and professional appearance. Exemplify adherence to company policies and procedures.
- Remain aware of safety issues and administer constant corrective measures to ensure a safe working and living environment for all residents and team members.
- Manage the maintenance staff.
- Manage accidents, emergency situations, and immediate mechanical needs; report to the Central office/Facilities Coordinator immediately and prepare the proper reports.
- Build relationships with residents and respond to all needs.
- Perform other duties as assigned.

Qualifications:

- 3-5 years of property management experience with proven management skills.
- Strong customer service, communication, and organizational skills.
- Detailed-orientated and the ability to multitask and problem solve.
- Proficient with MS Office, specifically Excel and Outlook.
- Proven leadership skills and the ability to be a team player in a fast-paced environment.
- Knowledge of Fair Housing Act.
- High School diploma or GED required.
- Valid driver's license and ability to travel between properties as required.

The Redevelopment Authority of the County of Washington is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job Type: Full-time

Salary: \$43,000.00 - \$53,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Paid time off

Schedule: Monday to Friday

Work Location: In person

Contact Shawn Popson: [shawn.popson@racw.net](mailto:shawn.popson@racw.net)