

## ***Housing Risk Management Services*** **Regional Property Manager**

The Regional Property Manager will oversee a portfolio of properties within a certain region. Individual is responsible for monitoring and supervising assigned property performance and site staff. Responsibilities include ensuring the properties generate a satisfactory cash flow and are properly maintained in accordance with regulatory agencies and HRM standards.

Participate in a team approach to business to continuously improve overall organization morale.

### **Responsibilities**

- Demonstrate leadership, business acumen, and strong customer service skills.
- Familiarity with Affordable Housing Programs such as LIHDC, RD & HUD a plus.
- Yardi experience preferred.
- Possess exceptional communication skills in the areas of employee management, vendor negotiations, resident relations and corporate reporting.
- Requires regular travel.
- Demonstrate good judgement and the ability to listen, retain and apply directives.
- Remain task oriented, deadline driven, detail-oriented, proactive, well-organized and able to prioritize based on timeliness and relevance.
- Demonstrate the ability to understand and achieve property financial goals and operate assets in client's best interest and in accordance with HRM Policies and Procedures.
- Assess the need and provided the tools necessary to ensure assigned staff are completing tasks timely and effectively.
- Encourage Teamwork.
- Ensure compliance with all company, local, state and federal guidelines.
- Manage the performance of assigned staff and communicate on a timely basis any performance issues. Document all performance discussions and issue performance summaries to the staff member, Human Resources and Portfolio Manager.
- Effectively report to your supervisor.
- Ensure the above-satisfactory performance of assigned properties and staff through leading by example and stepping in where processes are weak.
- Seek guidance in all areas of the position to ensure proper instruction is being issued to staff.
- Perform quarterly and pre-inspections with appropriate staff.
- Attend all regulatory inspections.
- Respond to requests timely and efficiently.
- Lead, coach and provide motivation to members of your team on a proactive basis and assist
- Accounting & HR in following policies and procedures in accordance with company guidelines set forth in the employee handbook.
- Other duties may include, but are not limited to "as assigned by manager"

*This firm is an equal opportunity provider and employer*

Job Type: Full-time

Salary: \$45,000.00 to \$55,000.00 /year, dependent upon experience.