



## Property Manager

3.6 Related Company - Los Angeles, CA

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Company Rating

3.6

Glassdoor Estimated Salary

\$57,000/year \$41k

### Overview

Affordable housing laid the foundation of Related Companies and we continue to place a high priority on developing, acquiring and managing properties for this sector. In fact, over 60% of our 50,000+ residential apartment homes under our management are part of one or more affordable housing programs, and an additional 20% of these homes provide workforce housing.

In the area of acquisitions and refinancing, we pursue properties that meet one of the following criteria: Section 8 properties with contracts; Section 236 properties in need of rehabilitation; Section 42 LIHTC properties with expiring low-income restrictions; Section 8 properties with loans that can be prepaid; or other assisted properties, including HODAG, HOME, federal or state-financed public housing.

Many of the buildings we encounter are in need of substantial upgrading and preservation in order to continue to properly fulfill their purpose. Given our 42 years of experience in debt and equity financing – as well as our extensive management of government-assisted properties – we are well positioned to buy out existing owners who lack the resources and experience to recapitalize and, therefore, wish to exit the market. In addition, with our extensive development experience, we bring the knowhow to expertly rehabilitate the units, thus assuring the long-term viability of these projects for years to come.

### Responsibilities

#### Your role with the company:

This Property Manager is responsible for the overall day-to-day operations of an affordable housing community. The Property Manager oversees the overall day-to-day operations of one or several properties including the supervision of office and maintenance functions in compliance with all applicable Equal Employment Opportunity, Fair Housing and Human Rights statutes, as well as ensuring compliance with all applicable program regulations.

#### Daily Responsibilities:

- Supervise accounts payable/receivable.
- Understanding of Operating Statements and Financial Budgets is a must.
- Supervise all marketing, leasing and administrative functions for LIHTC and Project Based Section 8 property.
- Hire, train and evaluate all office/maintenance staff.



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### Benefits and features:

- Incentive bonus program
- Training and development programs
- Benefits including: Medical, Dental, Life & Disability, Paid Time Off, 401(K), Flexible Spending Accounts
- Employee Recognition & Wellness Programs.

### Qualifications

#### Background profile:

- Two+ years supervisory skills.
- Strong leadership, organizational, administrative skills.
- Team oriented.
- Must be able to prioritize, handle multiple tasks and meet deadlines.
- Working knowledge of Microsoft Office.
- Strong financial skills.
- Good problem solving skills.
- Knowledge of Rent stabilization regulations, Section 8 vouchers, LIHTC, Project Based Section 8, Recertification and income c:

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### Suggested searches

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Leasing Consultant

Community Manager

Regional Property Manager

Store Manager

Manager

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