

Regional Manager - Putnam County

WB Residential Communities, Inc.

Putnam County, NY

As Regional Manager, you will be responsible for working with Property Managers to insure the efficient operation of sites.

JOB DUTIES:

- Involvement in staffing issues to include interviewing, training, overseeing and evaluating administrative staff and maintenance staff hired to support portfolio as well as preparing work schedules. Assist Property Managers with the preparation of annual operating budgets for each property in the portfolio.
- Conduct a minimum of two site visits per month per property.
- Preparing quarterly and annual monitoring reports for lenders and state agencies.
- Review and comment on Monthly Operating Reports
- Prepare yearly budgets
- Interacting with state agencies on any issues regarding property compliance.
- Be present for agency and lender property inspections.
- Prepare market study and analysis for annual rent increases.
- Dealing with outside contractors and negotiating contracts for services (i.e., landscaping, snow removal, HVAC, painting) and capital improvements.
- Prepare and implement site specific preventative maintenance plans.
- Work very closely with maintenance supervisor to ensure preventative maintenance schedules and all vendor contracts are current, ensure proper COIs are in place for all vendors.
- Ensure compliance with Fair Housing Laws and Affirmative Fair Marketing plans.
- Other duties may be assigned as required.

REQUIREMENTS:

- Self-motivated and self-directed individuals willing to take initiative. Consistent attendance and punctuality.

- Experience with the following: Yardi, MS Excel and Word, Outlook. Bookkeeping, A/P, A/R and Budgets.
- Knowledge of building maintenance is helpful.
- Good communication
- Problem Solving/Analysis. Teamwork Orientation.
- Leadership Skills.
- Time Management skills and the ability to prioritize work with attention to detail.

EDUCATION / WORK REQUIREMENTS:

- 3+ years of experience as a Property Manager
- High School Diploma
- Bachelor's degree preferred but not required
- LIHTC certified

Salary: \$85,000 - \$95,000 commensurate with experience

Job Type: Full-time

Pay: \$85,000.00 - \$95,000.00 per year

Benefits:

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

Schedule:

- Monday to Friday