

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/18/2024



94538
Fremont, CA, 94538

Property Manager - HUD

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$25.00 to \$30.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is currently seeking an experienced **Property Manager** for an affordable housing unit located in Oakland, CA. This property manager will have a track record of excellent customer service and management of a **HUD property**. The property manager will maintain property occupancy by advertising and filling vacancies; negotiating and enforcing leases; maintaining and securing the premises. If you have experience working in a affordable housing unit, then apply today!

Responsibilities:

- Manage the property
- Coordinate with maintenance for any work to be scheduled Inspect the property on a regular basis and report all safety hazards, property damage, and needed repairs to maintenance personnel
- Determine budget needs and resident compliance with regulations set forth by federal, state, and local agencies
- Maintain professional communication with residents, applicants, and other representatives
- Assist applicants by giving property tours, answering telephone calls, preparing application paperwork, and communicating leases and community policies
- Assist in the collection of all monies due to the Community (rents, damages, late fees, etc.) and the preparation of receipts
- Other duties as assigned

Requirements

Requirements:

- Must have at least 1-2 years' experience in managing a HUD property
- Must be a leader and a team player with a positive attitude and drive for success
- Must have strong customer service and sales skills
- Must be knowledgeable in basic HUD management, Tax Credit
- Must be highly organized and dependable
- Must be able to easily adapt in a fast paced and constantly changing environment
- Must be able to use YARDI

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.

