

Leasing Manager

Full Time

General Description:

The Leasing Manager's primary responsibilities are to oversee the occupancy and collections of HRH's rental properties and report accurate and timely information concerning billing, delinquencies, accounts receivable, evictions, vacancies and other property data to the CFO. The Leasing Manager oversees the entire lease-up process from tenant application, approval/interview (as applicable), orientation, lease-signing, move-in, inspections, collections, move-out, reporting and filing for all of HRH's tenants and provides pertinent information to the Senior Management staff of HRH. The Leasing Manager supervises and oversees the Manager of Senior Housing and the Property Management Assistant.

Qualifications:

Minimum 5 years property management experience required. Experience with not-for profit/affordable housing preferred. Must have real estate broker's license or in process of obtaining license. Must be able to work with a diverse population, be friendly, courteous, professional, organized, able to multi-task and supervise staff well. Must be a self-starter and willing to work as part of a team. Must have excellent communication skills (both written and verbal). Must have a proficient knowledge of Microsoft Office and Quickbooks. Fund EZ and FHA software knowledge a plus.

Please send letter of interest along with resume to:

Christa Hines, CFO
313 Mill Street Office
chines@hudsonriverhousing.org

No phone calls please

Date posted: 2/24/10