

CURRENT OPENING:



PROPERTY MANAGER

THE ORGANIZATION

Reliant Asset Management Solutions is a non-profit organization formed to further the mission of operating and sustaining a variety of affordable housing options throughout the Inland Empire. Services offered include providing full service property management, physical inspections and consulting services related to affordable housing units and other related services.

This position will cover properties in the high desert and low desert areas.

GENERAL SUMMARY:

Under general supervision of the Regional Manager, performs a variety of duties pertaining to the day to day operations of assigned portfolio consisting of affordable housing and market multi-family properties and single family homes. Ensures compliance with all applicable regulatory agencies, federal, state and local law by providing file audits, quality control inspections and assistance with billing and customer service. This position requires frequent travel within assigned region.

KEY RESPONSIBILITIES:

- Provides day-to-day oversight of on-site staff at designated properties by planning, prioritizing, assigning and reviewing the work; working with employees to correct deficiencies.
- Ensures compliance with regulatory agreements, contracts and company policies; audits files and ensures files are ready and available for internal and any other applicable audits.
- Assists with the preparation of delinquent rent notices by preparing, serving and tracking late charges, issuing notices for lease violations and preparing files for legal actions. Works closely with Regional Manager in resolving resident concerns through written and/or verbal communication and effectively utilizes the settlement conference procedures.
- Process regular monthly invoices and utility requisitions for approval and processing.
- Assist in the compilation of the annual budget and semi-annual revision with guidance from the Regional Manager.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent; Associates preferred with course work in real estate management, property management or business administration. Equivalent of four (4) plus years' experience in property management or housing environment; Previous experience with leading or supervising staff a plus.

SALARY/BENEFITS

Full-time, hourly non-exempt position offering a competitive salary with a monthly cell-phone allowance of \$90 and an auto insurance allowance of \$50/mo. Medical, Dental, Vision and Life Insurance offered. Holidays, sick time and vacation time offered.

APPLICATION PROCESS

Interested candidates should submit a resume online at: <https://rams.recruiterbox.com/jobs/fk0mctp>.

Posted: May 22, 2017

EQUAL OPPORTUNITY EMPLOYER

SELECTION PROCESS

At the time of filing, applicants must show clearly that they meet the minimum requirements. Based upon information presented in the resume and cover letter, a limited number of candidates with qualifications most representative of the position will be selected for further consideration.