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Affordable Property Manager (Onsite Living)

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Portland, OR (<http://maps.google.com/maps?q=2650+NW+Upshur+St+Portland+OR+USA+97210>) • Upshur House & Roselyn Apartments



Job Type

Full-time

Description

Commercial and Residential Management Group (CRMG) is looking for an Affordable Property Manager with amazing attention to detail and exceptional customer service for the Section 8 / HUD apartment communities of Upshur House and Roselyn Apartments, with a total of 61-units.

The Affordable Property Manager will be responsible for the day-to-day property management including marketing, maintaining property integrity, screening prospective residents, collecting rents, serving notices, developing reports, and preparing agreements.

This role requires you to live onsite in an apartment at Upshur House. You will have a separate office to conduct work out of.

We would love to hear why you would be a great fit for this role!

Location: Upshur House and [Roselyn Apartments \(https://crmgco.com/property/roselyn-apartments/\)](https://crmgco.com/property/roselyn-apartments/) (NW Portland)

Hourly Rate: \$25-\$28/hr.

Schedule: FT, Monday-Friday, 8am-5pm

Weekly Contracted Hours: 40 hrs.

Additional Compensation: A monthly \$50 cell phone stipend, 100% monthly rent discount

What we'll do for you as the Affordable Property Manager (Employee Benefits):

The Affordable Property Manager is eligible for benefits first of the month following 30 days of employment.

- **Make sure you're covered** – Medical, Dental, Vision Insurance, Employer-paid Life Insurance, Employee Paid Voluntary Insurance options, and a Flexible Spending Medical/Dependent Care Savings Account.
- **Give you the tools to stay on track for the future** – The opportunity to enroll in the 401(k) program with an employer match (Eligible first of the month after 90 days of employment).
- **Assistance with work/life balance** – Employee Assistance Program (Available to use on your first day!)
- **Give you a break** – Paid Sick time, Vacation, Nine (9) paid Holidays, and your birthday off!
- **Reward you** – Live onsite with a 100% discount on rent. Water, sewer, and garbage will be paid for by the property.

A Skills Assessment test will be conducted prior to extending an offer. A pre-employment background check is required on all final candidates

Requirements

What you will bring as the Affordable Property Manager

- Two (2) years of previous customer service experience are required.
- One (1) year of previous property management experience are required.
- One (1) year of previous HUD, LIHTC and HOME experience is required.
- Previous Yardi Property Management Software experience is preferred.
- Basic experience with MS365 including TEAMS, Word, Outlook, and Excel.
- Basic math skills such as addition, subtraction, multiplication, division, and percentages.
- Ability to perform bookkeeping tasks involving collecting rent, preparation of reports, agreements, etc.
- Good verbal, written, and interpersonal communication skills.
- The ability to learn quickly while paying attention to detail.
- Available for after-hours emergencies.
- Understand and administer landlord/tenant laws, State and Federal Labor Laws, Fair Housing Laws, and safety protocols.
- High school degree or equivalent.
- A current valid driver's license, a clean driving record, and proof of auto insurance.

About Us

Income Property Management recently acquired C&R Management Group, reshaping the long-standing history of both companies to Commercial and Residential Management Group (CRMG). This strategic alliance allows us substantially greater purchasing power with our vendors and suppliers. It also enables us to attract skilled, talented employees seeking a career with a successful and stable organization. We offer those associates a variety of opportunities for growth. Through training and experience, these employees grow with us over time, as many already have, to be excellent property management professionals – the lifeblood of any successful, professional property management organization.

EEO Statement

CRMG provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This employer participates in E-Verify. For more information: [E-Verify Participation / Right to Work \(https://www.e-verify.gov/sites/default/files/everify/posters/EVerifyParticipationPoster.pdf\)](https://www.e-verify.gov/sites/default/files/everify/posters/EVerifyParticipationPoster.pdf)

PM21

Salary Description

\$25-\$28/hr, rent discount, benefits

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