



We're Hiring: Property Manager



Metro West Housing Solutions, a leader in property management and development in Lakewood and Denver, is seeking a customer-service minded property manager with a track record of success. Please apply if your qualifications and experience match this opportunity.

The Candidate

- A reliable team player with a passion for quality and customer service.
- Ability to create and maintain strong, professional relationships with tenants and colleagues.
- A positive attitude and desire to learn and grow with our team.

Qualifications

- High school diploma is required. College or training in property/real estate management or bachelor's degree is preferred. Bilingual is a plus.
- Previous property management and supervisory experience.
- Experience with the Low Income Housing Tax Credit is a plus.
- Computer skills and knowledge of MS Office are required.
- A valid Colorado driver's license and good driving record are required.

Core Responsibilities

- Manages operations of the property according to agency and investor requirements.
- Manages all aspects of the leasing process, from marketing units, to determining rent eligibility, to inspecting move-in ready units, to new tenant orientation.
- Collects rent, makes bank deposits and manages budget and expenses.
- Resolves tenant concerns regarding eligibility, rent, maintenance and other matters.
- Trains and oversees assistant property manager, maintenance and house/groundskeeping staff and assures the quality and timeliness of work. Also manages vendor relationships.
- Follows and enforces lease requirements, community policies and Fair Housing Law.
- Adheres to regulatory requirements and compliance documentation standards mandated by the Low Income Housing Tax Credit and U.S. Dept. of Housing and Urban Development.
- Other duties and projects as assigned by property supervisor and agency.

Benefits and Pay

- 40 hours/week with starting salary of \$24.50 to 28.50/hour.
- 11 paid holidays plus paid vacation and sick days.
- Employer sponsored health, dental, vision and life insurance.
- 401(a) retirement plan, tuition assistance, mileage reimbursement, membership to Lakewood Recreation Centers, local discounts and more.
- Work/life balance and a stable working schedule.
- Friendly working environment and a mission-driven culture.

To Apply

Please submit an [employment application](#) and resume to jobs@mwhsolutions.org, in person (575 Union Blvd., Lakewood, CO 80228), or fax to 303-987-7869. Metro West Housing Solutions is an equal opportunity employer. Visit www.mwhsolutions.org to learn more.