

Job Vacancy Announcement

Position: Property Manager

Location: 6900 Broadway, Guttenberg, NJ 07093

Organization: Guttenberg Housing Authority

Application Deadline: Applications will be accepted until the position is filled.

Position Overview:

The Guttenberg Housing Authority is seeking a highly motivated and detail-oriented **Property Manager** to oversee the daily operations and maintenance of its properties. This role is essential in ensuring the physical wellbeing, compliance, and overall management of residential units while providing excellent service to tenants.

Key Responsibilities:

- Ensure the physical well-being of the property by conducting pre-inspections before official state and federal inspections and addressing any identified issues.
- Respond to tenant repair requests and complaints, coordinating with the Maintenance Supervisor to resolve issues efficiently.
- Oversee all move-in and move-out procedures, including conducting inspections with photographic documentation.
- Maintain a comprehensive binder of all move-out reports and security deposit records for audit purposes.
- Coordinate with maintenance staff and external contractors to ensure efficient service delivery.
- Ensure all property-related certifications remain up to date.
- Verify that all work performed complies with state and federal regulations.
- Maintain and update all contracts related to agency requirements, including but not limited to fire inspections, state inspections, elevator inspections, crime data reports, and government registrations such as Dun & Bradstreet (SAM Government).
- Keep property capital fund certifications current with the appropriate government agencies.

Qualifications & Skills:

- Proven experience in property management or a related field.
- Strong knowledge of state and federal property compliance regulations.
- Excellent organizational and record-keeping skills.
- Ability to manage maintenance teams and contractors.
- Strong problem-solving and communication skills.

How to Apply:

Interested candidates should submit their cover letter and resume to:

Ruddys Andrade, Executive Director, Guttenberg Housing Authority via email to Randrade@guttenbergha.org.

Join our team and play a key role in ensuring exceptional housing for our residents!