

Property Manager-Walnut Hill Properties
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=157373>

Downloaded On: Jun. 25, 2021 9:44am

Posted Apr. 14, 2021, set to expire Aug. 27, 2021

Job Title Property Manager-Walnut Hill Properties

Department

Institution Tufts University

Medford/Somerville, Massachusetts

Date Posted Apr. 14, 2021

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Facilities/Maintenance/Transportation

Administrative Support/Services

Apply Online Here <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=21001218>

Apply By Email

Job Description

Property Manager-Walnut Hill Properties - (21001218)

Description

This is a Non-Tufts University position.

Walnut Hill Properties Corp is looking to hire a Property Manager. In our hiring process and throughout our community, Walnut Hill Properties and Tufts University are committed to diversity, equity and inclusion.

Walnut Hill Properties Corp is a not-for-profit property management company owned by Tufts University. Walnut Hill leases and manages approximately one hundred residential, retail and office units on the blocks adjacent to the Tufts campus. The properties are rented for use by Tufts affiliates

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and for other University-serving purposes.

The Property Manager will be responsible for overseeing and undertaking property management activities for the organization, including leasing, property maintenance and repair, budgeting and reporting, and miscellaneous tasks coordinating with its parent organization Tufts University. This is a new position for Walnut Hill. Consolidating existing roles will provide the opportunity to initiate new procedures and protocols within the organization.

Job Responsibilities

General

Oversee property management for the organization.

Accomplish financial objectives by collecting rents, paying bills, forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective action.

Maintain and update property and lease records.

Provide budget reporting on a regular basis.

Oversee the accounting function.

Assess and improve the systems and technology used by Walnut Hill Properties in order to implement the latest best-practice state for both efficiency and customer service.

Leasing

Fill vacancies with those qualified for university housing.

Work with university space planners to provide office space as needed.

Establish rental rates consistent with the prevailing rents in the area.

Create and execute new and renewal leases.

Enforce lease terms if violated.

Comply with local, state and federal housing regulations.

Communicate local trash and other regulations to tenants.

Key contact for all tenants – commercial and residential.

Maintain a positive relationship with residential and commercial tenants.

Property Maintenance and Repair

Responsible for maintaining and securing all rental units.

Maintain buildings and systems by contracting for maintenance and repairs.

Generate work orders for all jobs and monitor completion.



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- Establish and maintain relationships with contractors for various trades.
- Negotiate rates and monitor cost of work completed.
- Maintain and update all vendor relationships and contracts.
- Plan and execute renovations and capital improvements.
- Obtain competitive bids for major projects.
- Document expenses, invoices, receipts, and warranties.
- Secure properties by working with Tufts police, installing and maintaining security devices, establishing and enforcing precautionary policies and procedures, and responding to emergencies.
- Investigate and resolve tenant complaints, and enforce rules of occupancy.
- Monitor vacant units, with particular attention to heating systems.
- Contract with landscaping, tree work and snow removal services; monitor performance.
- Comply with all local regulations for permits and inspections.
- Ensure all inspections and renewals are completed on a timely basis.
- Develop an annual Capital Expenditures budget to ensure that all properties and systems are maintained.
- Have a commitment to sustainability and be responsible for advancing the sustainable design and construction policies and practices of the University in the maintenance, improvement, and repair of Walnut Hill assets.

Tufts University Coordination

- Coordinate with Tufts University regarding tenancies and occupancies.
- Work with Residential Life to provide needed housing for students.
- Cooperate with Tufts Public Safety on all security issues.
- Provide information requested from Finance and other departments.

Qualifications

Qualifications/Skills

- Minimum five years of Property Management experience – primarily residential.
- Budgeting for Property Management.
- Excellent communication skills.
- Attention to detail and strong organizational skills.
- Proficient in Microsoft Office, digital file management, bookkeeping or property management software.
- Education: Bachelor's degree (minimum).
- Familiarity with applicable local, state, and federal laws and regulations.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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