

C&C Apartment Management LLC.

Property Manager

C&C Apartment Management LLC, in business since 2004, manages the day to day operations of over 13,000 residential dwelling units across nearly 350 multi-family properties throughout the country with the highest concentration of properties located in New York City and the tri-state area. Currently, the C+C portfolio contains market rate, mixed market rate, affordable and full tax credit/affordable properties.

Across our residential portfolio, C&C also has extensive portfolio and expertise in marketing and managing retail and parking and garages. Some of the retail tenants and parking operators include Urban Food Market, Blink Fitness, Duane Reade, Imperial Parking, Sherman Parking and Central Parking. We currently provide management oversight for over 3,500 total parking spaces, as well as storage and bicycle rooms.

We pride ourselves in providing the owners with a full breadth of management services to improve and enhance a property's revenue, cost control measures, maintenance, financial reporting, and resident relations. C&C is recognized as an industry leader in regards to the management and operation of real estate.

We have an excellent opportunity for a self-starting, organized and experienced Property Manager. The ideal candidate will be responsible for the overall operations of an assigned portfolio of residential properties. The primary responsibility is to preserve and increase the value and integrity of the properties and meet the financial objectives of ownership and management.

Areas of Responsibility & Job Requirements:

- Supervision all on-site employees including tracking and submitting payroll
- Responsible for human resources/disciplinary action for on-site employees
- Monitor and track monthly MOR'S and prepare variance reports
- Oversight of code inspections, legal actions and leasing activity
- Oversight and approval all projects and corresponding invoices for each property
- Coordinate annual property inspections for agencies, insurance companies and mortgagee
- Prepares property operations reports for Senior Management
- Property inspections and reporting to Regional Managers
- Facilitate mechanical, equipment, apartment and property repairs and provides status updates
- Manage HQS inspections and court-ordered repairs
- Work closely with the leasing department to ensure all unit turns are handled timely
- Tracks collection of rent to ensure timely payment and avoid excessive delinquent rent balances
- Work with legal to facilitate holdovers and evictions
- Assist quality control to ensure all building operating systems such as elevators, boilers, cooling systems are operational and preventive maintenance is performed
- Track building compliance deadlines to ensure properties are in compliance with all local laws and avoid violations and fines
- Coordinate tenant affairs, requests, events to ensure all tenant concerns are addressed
- Resolve tenant complaints; enforcing rules of occupancy; inspecting vacant units and completing repairs
- Contracting with landscaping and snow removal services
- Maintains building systems by contracting for maintenance services; supervising repairs.
- Secures property by contracting security service; installing and maintaining security devices; establishing and enforcing precautionary policies and procedures; responding to emergencies.
- Enforces occupancy policies and procedures.
- Updates job knowledge by participating in educational training

Preferred Background and Skills:

Main Job Tasks and Responsibilities

Financial

- Review monthly operating statements
- Ensure timely payments and collections
- Minimize rental arrears
- Coordinate default proceedings
- Approve invoices
- Prepare annual budgets
- Analyze and correct budget variances
- Keep accurate and up-to-date financial records
- Review monthly financial reports
- Ensure compliance with relevant laws and regulations

Tenant/Resident Relations

- Orient new tenants to the property
- Investigate and resolve resident complaints and concerns in a timely and efficient manner
- Enforce occupancy policies and procedures
- Maintain timely communications with residents
- Enforce terms of rental agreements

Maintenance

- Monitor and complete maintenance and repairs timely and cost-effectively
- Ensure security of premises and security equipment is maintained
- Organize incoming and outgoing inspections and prepare inspection reports
- Implement preventative maintenance programs
- Oversee capital improvement projects
- Negotiate and manage contracts with outside vendors

Staff Management

- Hire, train and evaluate property staff
- Direct and control all personnel and resources to ensure property is properly maintained and owner objectives met

Marketing

- Assist marketing initiatives to achieve occupancy goals
- ensure the premises is ready for new occupants
- promote and show properties to prospective tenants
- Review availability reports
- Keep rental at optimum capacity

Education and Experience

- Degree may be preferred
- Understanding of financial and accounting principals
- Understanding of marketing and customer service principles
- Working knowledge of marketing and sales activities
- Working knowledge of budgets and financial statements
- Working knowledge of contracts and agreements
- Working knowledge of building maintenance
- Computer proficiency including MS Office and property management (Yardi) software
- Knowledge of relevant local, state and federal legislation and regulations
- Real Estate License required may be required
- BOMA industry-standard designations may be required

C&C Apartment Management LLC.

C&C offers competitive compensation and benefits and tremendous potential with a growing residential real estate developer/builder organization.

C&C is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Please submit a cover letter and salary requirements with your resume to rcorso@ccmanagers.com. Only those applicants under consideration will be contacted. If you are not contacted for this position, please accept our sincere thanks and appreciation for your interest.

No phone calls please.