



Local Property Management Company is seeking a Full-Time Property Manager to become a part of our team! You will help plan and facilitate all project activities and transactions at two senior housing complexes.

Responsibilities:

- Attract and educate new tenants Investigate and resolve tenant complaints
- Update and improve properties to increase tenant satisfaction
- Ensure all work order and repair requests are processed in a timely fashion
- Supervise and train property maintenance staff
- Enforce management company rules and regulations
- Abide by the annual budget set forth Rent collection and input
- Certify income and assets for all new applicants and current tenants
- Collect rents and make deposits

Qualifications:

- Previous experience in property management or other related fields
- Familiarity with the leasing process
- Ability to build rapport with tenants
- Ability to multitask and prioritize
- Excellent written and verbal communication skills
- Preferred knowledge of the LIHTC Program

We Offer:

- Paid Holiday after 90 days
- Paid Vacation after 90 days
- Medical Insurance w/ Employer Contribution
- Employer Paid Life Insurance



Two Plus Four Companies is seeking a FULL TIME Maintenance Technician to become a part of our team! You will help plan and facilitate all maintenance needs at Colonial Village Apartments and Eastview Garden Apartments; two senior housing complexes located in East Syracuse and Minoa.

**Responsibilities Include:**

- Vacant Unit Make-Ready Execution: Evaluating and preparing a newly vacated unit for a new move-in. This will include painting, minor plumbing, electrical, appliance and carpentry repairs. The ideal candidate will be able to balance attention to detail and quality control while meeting the demands of an aggressive timeline.
- Work Request Fulfillment: Respond to resident maintenance requests in a timely and effective manner. This will include communicating maintenance repairs and status with Supervisors
- Overall Property Condition: Participate in snow removal and salting of properties on an as needed basis. Conduct regular inspections of buildings, grounds, and vacant units to identify deficiencies and communicate concerns and issues with Supervisors
- Customer Service and Professionalism: Provide customer service and support the company's philosophy of going above and beyond our residents expectations. Ideal Candidate Should Possess:
  - Working knowledge of Plumbing, HVAC, Electrical, Carpentry and Appliances
  - Ability to work a 24/7 on-call schedule and extended hours as required
  - Strong Interpersonal skills, the ability to communicate effectively, and diffuse conflict
  - Strong organization skills and ability to multitask
  - Must exhibit competence in decision making and employing judgment
  - Valid Driver's License a Must

**Qualifications:**

- Must have experience in related fields
- Possess general tools
- Ability to regularly lift 50+lbs
- Resident focused; a self-starter and reliable team member
- Carpentry, plumbing, painting, and basic electrical knowledge
- Strong organization and technical skills to service apartment units and property
- Valid driver's license and own transportation needed, Truck/Van a plus
- Ability to regularly walk, climb, kneel, crouch and stand for long periods
- Ability to work outside and regularly exposed to all weather elements including extreme cold or heat, rain, sleet and snow

**We Offer:**

- Paid Holiday after 90 days
- Paid Vacation after 90 days
- Medical Insurance w/ Employer Contribution
- Employer Paid Life Insurance

