**BE Valued. BE Rewarded. BE Fulfilled.**

Join a team that is driven by excellence, integrity, passion and dedication. At Greystar, it is our goal to continually encourage our teams to go **B**eyond **E**xpectations (**BE**). As the global leader in multifamily real estate, we have an exciting opportunity for an experienced **Community Manager** to join our team!

**Location: Pembroke Woods, Pembroke MA**

**Job Description**

This position manages the day-to-day operations of the property including managing the team members, daily activities and resources of the property to achieve goals and remains in compliance with multi-family operations governing bodies.

**What your day might look like**

* Manage daily operations of the property to achieve established budgeted financial and operational goals
* Control expenditures by staying within constraints of the approved budget including maintenance repairs
* Oversee the lease enforcement process by approving prospective resident applications, discounts, and renewals
* Supervises property staff to ensure goals are met; this includes hiring, training and performance management
* Assist in managing the client/owner relationship by providing updates and reporting on the property’s performance and responding to owner requests as needed

**What we are looking for**

* Previous property management experience is required, fee management preferred
* Proven supervisory skills to hire, lead, direct, and evaluate team members
* Proficient in MS Office Suite and Yardi/OneSite software
* Being financially savvy; previous experience in creating/adhering to budgets, fiscal reporting
* Excellent communication skills; ability to read, write and communicate effectively

**What we can offer you**

* Competitive salary
* Excellent benefits package including medical, dental, vision, disability insurance
* Retirement savings with a 401(k) and company match
* Generous holiday & vacation package
* Opportunities for growth and advancement

**YOUR OPPORTUNITY is B**eyond **E**xpectations: **BE** Greystar.

For additional information; visit our website at [www.greystar.com](http://www.greystar.com). EOE

Link to apply: <https://jobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?partnerid=26315&siteid=6795&Areq=28580BR>

[Comments]