

WTGHA Property Manager

The Wampanoag Tribe of Gay Head (Aquinnah) is seeking a qualified individual, firm or company to oversee the general administration of all properties owned or managed by the WTGHA. The Tribe is seeking an individual with experience managing lease properties with direct oversight of maintenance as well as the administrative skills to manage and report the related financial transactions.

Job Summary:

A Property Manager for the Wampanoag Tribe is responsible for overseeing the maintenance and upkeep of specific Tribally owned or leased commercial and residential properties. The Manager is the primary contact for tenant related concerns and the administration of the leases related to the properties.

Salary Range:

\$26.00 – \$38.00 hourly / Part – Time Position

Duties and Responsibilities:

- Maintains property rentals by advertising and arranges and oversees maintenance and repairs.
- Responsible for collecting rents and related property fees from tenants and submitting to the Tribe.
- Reports the property's financial status, occupancy and expiring leases to the Tribe.
- Prepares leases and collects security deposit.
- Maintains property by investigating and resolving tenant complaints, enforcing rules of occupancy, inspecting vacant units and completing repairs, planning renovations and contracting with landscaping services.
- Secures property in coordination with Tribal Rangers, installing and maintaining security devices, establishing and enforcing precautionary policies and procedures, and responding to emergencies.
- Prepares reports by collecting, analyzing, and summarizing data and trends.
- Assist with administrative duties related to the management of properties.
- The Property Manager may be called upon to make presentations to Tribal Council and/or the General Membership.
- Other duties as assigned.

Minimum Qualifications:

- High School Diploma/GED
- Minimum of two (2) years' experience in property management
- Strong written, verbal and interpersonal communication skills
- Familiarity with rental leases
- Solid knowledge of office software such as Microsoft Outlook, Excel, and Word
- Possess a valid Driver's License
- Must pass a Background Check

Preferred Qualifications:

- BA in Business Administration, Business Management or related field
- 3-5 years' experience in real estate or sales
- Experience in the development of office procedures and administration
- Experience in working with federal funding sources
- Experience in project administration
- Experience in billing and receivables
- Familiarity with financial assistance programs

Training:

Training may be available for "qualified" candidates who do not possess all of the minimum qualifications. The applicability of this approach will be determined during the candidate interview process.

EMPLOYEE UNDERSTANDING

The position description was received, read and understood. This position description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the position change.

Signature

Date