

Ferland Corporation is a leading New England real estate investment and property management firm located in Rhode Island. The Company was formed in 1945 and is headquartered in Pawtucket, RI. We own and manage approximately 3,000 affordable and market rate apartment units and have a variety of opportunities in Rhode Island if you are interested in property management, leasing, maintenance, construction, finance.

**Job Title:**

Property Manager

Under the supervision of the Senior Property Manager, the Property Manager deals with the day-to-day interaction with the residents and prospective residents while managing internal employees and properties.

Essential duties and responsibilities include the following but this list is not all inclusive.

- Manage the overall financial and operational performance of assigned property.
- Supervise maintenance staff, assistant manager and ensure employees and supporting departments respond to resident and property management requests in an efficient manner.
- Manage the process of annual recertification of residents.
- Complete all unit inspections and ensure any maintenance and property improvements completed by internal/external employees and vendors are completed and meet company standards. This requires regular weekly development inspections and tours of assigned property.
- Recommend process and property improvements as opportunities arise and implement upon approval.
- Solicit proposals and contract bids as needed.
- Responsible for compliance with Affirmative Fair Housing regulations and Equal Opportunity/Affirmative Action policies, including federal, state, and local governing agency requirements.

**Required Education and/or Experience**

- Bachelor's Degree preferred and/or equivalent experience. Experience in property management, real estate a plus.
- Bilingual in Spanish a plus

**Position Type/Hours of Work**

Full Time. Days and hours worked are Monday through Friday, 8:00 a.m. to 4:30 p.m. Occasional Saturdays.

**Certificates, Licenses, Registration**

Valid driver's license

**Travel**

Local travel required

We offer a competitive benefits package!

Medical; Dental; Vision; 10 Paid Holidays; Paid Time Off; 401K with matching contribution; Life Insurance; Education Benefits.

Interested candidates should email their resume to [mcrowley@ferlandmgt.com](mailto:mcrowley@ferlandmgt.com)