



Position Title: **Property Manager**

Reports to: Chief Operating Officer/Director of Buildings & Grounds

Full time, non-exempt, excellent benefits.

Candidate will support our buildings and grounds department in maintaining a safe and healthy environment for our clients and staff. Candidates must be self-motivated, highly organized and detail-oriented, and have the ability to multi-task in a fast-paced, changing environment. This position requires the ability to effectively communicate ensuring that all duties are completed accurately and delivered with high quality and in a timely manner. The ideal candidate takes initiative, is able to work autonomously with minimal supervision and demonstrates strong problem-solving skills.

Duties and Responsibilities:

- Assist with maintenance, repairs and cleaning of three buildings and surrounding property.
- Contact vendors for major maintenance issues.
- Coordinate cleaning contract and schedule cleaning staff and DSS employment workers.
- Pick up donated items and furniture with company van.
- Coordinate set up and remain onsite during special events.
- Manage turnover of apartments for housing program.
- On call for property emergencies.
- Other duties as assigned.

Requirements:

- Associates degree or high school diploma/GED and equivalent experience.
- General maintenance, painting and repair experience preferred including experience in equipment operation such as small hand tools, electric tools, etc.
- Experience in a previous property role and/or supervision a plus.
- Must be comfortable on a computer, Word and Excel a plus.
- Valid NYS driver's license; Department of Motor Vehicle and background check required for employment.
- Good physical strength for heavy lifting and other related tasks.
- Good oral and written communication skills.
- Demonstrates skills in working with clients from various backgrounds and cultures and embraces Gerard Place's mission to strengthen families.

Salary range: \$41,704-\$44,720 annually, salary commensurate with experience.

Benefits package: Available the first of the month following date of hire and include health and fully paid dental, life insurance, short-term and long-term disability insurance. Eligibility for our 403b retirement plan is available to full-time employees upon hire. Generous time off benefits include holidays, vacation and personal time.

Application deadline: Open until filled. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Email resume and cover letter to Jill Mattson at: jmattson@gerardplace.org
or mail to: Gerard Place, Attn: Jill Mattson, 2515 Bailey Avenue, Buffalo, NY 14215
No phone calls please.

Gerard Place is an equal opportunity employer.