

Regional Residential Property Manager

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Job Description

Synergy, a leading Boston commercial real estate firm with over 7 million square feet under management, seeks a **Regional Residential Property Manager** to join our growing residential team. As a Regional Residential Property Manager, you will be accountable for the tenant relations, financial, operational, and administrative duties at the property while working collaboratively with your team and other divisions within the company. You will also ensure the compliance with all federal, state, and local laws and regulations that govern multi-family housing operations.

The Synergy team currently oversees over 60 properties throughout greater Boston with expertise in Property Management, Building Engineering, Accounting, and Construction. Our focus is to provide best in class real estate services to our partners and clients through operational efficiency, customization, and enhanced tenant engagement. At Synergy, we also make it a priority to give back to our local communities with the goal to make a difference in our neighbor's lives.

Job Requirements

- 10+ years of progressive experience managing multi-family properties.
- Bachelor's Degree in Business, Finance, or related field.
- Experience with Yardi and RealPage real estate accounting software.
- Proficiency in industry related financial disciplines, including budgeting/forecasting, monthly reporting, P&L management, accounts receivable, expense management, operating and capital expenses.
- Background in maintaining the operational standards for the building and grounds from a cleanliness, safety and appearance perspective.
- Strong interpersonal and resident service skills.
- Experience in the leasing and lease enforcement process including application approval, renewals, apartment inspections and legal/notice requirements.

The successful candidate in this role will be well-organized, proactive and place a high priority on excellent customer and client service. In addition, they will possess the ability to effectively lead a team, multi-task, and offer strong conflict resolution and communication skills.

We offer competitive salary and benefits, including medical, dental, vision, life, STD & LTD insurance, and 401(k) plan with company match. We are unable to support sponsorship for work authorization and Visas at this time. Background checks required.

Synergy is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

All vendors must have a signed Synergy Placement Agreement. All unsolicited resumes sent to Synergy will be considered property of Synergy. Synergy will not be held liable to pay a placement fee.

APPLY: Interested candidates should click the job link below to apply.

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