

# Site Manager II – Multiple Locations

Bellwether offers a dynamic and uplifting work culture along with great benefits and competitive pay! If you are working over 20 hours per week you can accrue 24 days of PTO in your first year. We have a 403(b)-retirement plan with employer matching after 15 months of service. Other benefits include a health reimbursement plan to employees and dependents, flexible spending accounts, STD/LTD, life insurance, and commuter benefits. Come join a team that is making a significant difference in our community!

## Position Responsibilities:

- Oversee all aspects of managing building, promoting a “sense of community” among residents with activities and services, working to solve problems and facilitate a responsible and positive community.
- Complete leasing and move in tasks in accordance with Bellwether policies.
- Utilizing property management software, collect rent and monitor resident accounts.
- Complete initial and ongoing certification of residents as prescribed by Bellwether procedures.
- Supervise Facilities Associate, providing direction and oversight for building and unit maintenance.
- Work in collaboration with the Maintenance Department to coordinate work orders, preventative maintenance, and unit turnover.
- Act as liaison to agencies providing referrals and case management to the residents

## Minimum Qualifications:

- 3+ years prior apartment management or leasing experience in the property management industry. Equivalent education/experience may substitute for stated requirements. High school diploma or GED (equivalent education and experience may be substituted for the stated requirements).
- Exceptional customer service aptitude, including problem-solving skills and the ability to respond quickly and tactfully to both internal and external customer requests.
- Experience in Fair Housing and local Landlord Tenant Law.
- Dependable, highly motivated and organized individual, skilled at meeting deadlines and producing high quality work.
- Good oral and written communication skills and ability to communicate in English.
- Ability to work independently and as part of a team.
- Positive attitude a must.
- Experiencing working with Microsoft Office user applications, including Word, Excel, and Outlook.
- Experience supervising staff.

## Desired Qualifications:

- Completion of WSHFC Fundamentals and Advanced training workshops
- Experience with Seattle Housing Authority Section 8 Project and Tenant Based programs.
- Experience working with AMSI/eSite or equivalent property management software.

**Hours:** 40 hours per week, M-F, flexible work schedule,

**Compensation:** \$22.25 - 24.75 per hour, benefits

**Benefits:** If you're working over 20 hour per week you can accrue 24 days of PTO in your first year. We have a 403(b)-retirement plan with employer matching after 15 months of service and we offer a health reimbursement plan to employees and dependents. We have flexible spending accounts, STD/LTD, life insurance, and commuter benefits

Apply at [www.bellwetherhousing.org](http://www.bellwetherhousing.org)