

GREEN HILL ASSOCIATES

WE ARE HIRING

Green Hill Associates Inc is seeking a self-driven, adaptable individual who demonstrates humility, integrity, and possesses a strong team focus.

Vista Park and Valley Green Apartments

Apartment Manager

- Supervise property activities and daily operations
- Conduct all core business processes to include: Leasing, resident relations, marketing, budgeting, accounts receivables, and accounts payable
- Screen applicants for affordable housing eligibility, maintain wait-list of all applicant activities
- Manage tenant files

Benefits

- Health, Dental and Vision Insurance
- Critical Illness, Short Term Disability, Accident and Hospital Insurance
- Employer-paid Life Insurance, Life-Flight Membership
- MetLife Pet Insurance and Aflac
- 401 (k) with 4% employer match after 90 days
- Paid bereavement leave, volunteer days
- Employee Assistance Program

Starting \$25 PER
wages: HOUR

32 hours per week, Monday through Friday.

15 paid holidays per year

Paid Time Off (PTO) accrued at 3.47 hours/bi-weekly

