

Part Time Property Manager Needed (Hartford CT)



Location **Connecticut**
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We are looking to hire a part time property manager to manage 2 residential properties totaling appx 30 units.

Pay rate is \$18/hour. Appx10-15 hours per week. We are looking for someone long term as we plan on owning the property long term.

Job Responsibilities:

- Visit the properties at least twice per week
- Rent vacant apartments as needed
- Advertise available rentals
- Oversee construction projects and/or handle general repairs and maintenance regularly
- Assist in rent collections
- General property management

Ideal Candidates possess the following:

- Experience managing residential property
- General contracting and handyman experience
- Knowledge of building mechanical systems, electric, plumbing, HVAC, etc
- Good network of local subcontractors in the area
- Good knowledge of general computer applications
- Must be honest, reliable and hard-working
- Must have own car

If you are interested, please send your resume to info@genclassifieds.com in the body of your email what makes you the ideal candidate for this position.



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