

HSA Position Available -- Property Manager

Susan Bouachri

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HSA has a full time job available.

HSA-UWC is seeking a full time Property Manager to oversee the World Mission Center floors located within the New Yorker Hotel. These floors are for non-profit use and commercial tenant rentals.

This position is responsible to coordinate leasing, maintenance, development and construction activities. Aspects of the job include procuring and negotiating contracts with outside contractors and monitoring their work; dealing with tenant complaints and service requests, and overseeing all aspects of day-to-day operations.

This position supervises and directs a work crew. Requirements include a minimum of 3 years' property management experience, an understanding of NYC laws related to commercial buildings, an ability to tactfully and professionally deal with tenants, and ability to manage multiple projects and meet deadlines.

Salary is commensurate with experience. Full benefits include health, dental, life insurance and retirement plan with match. If interested contact or send resume to Niina Jewell.

Thank you,

Susan

Susan Bouachri, SPHR

HSA-UWC Director of Human Resources