



wesley living

Service | Compassion | Integrity

Property Manager - Jackson, TN

Fulltime | Regular 40 hours per week | \$31,200-\$35,360

Faith based nonprofit, Wesley Living has provided excellent housing services to seniors since 1969. Who we are and what we do centers on our Core Values of Service, Compassion, and Integrity.

We are looking to welcome a dependable leader who embodies our Core Values of Service, Compassion, and Integrity. You will use your time management and organization skills to run the day-to-day operations of our community while maintaining a pleasant and engaging environment for staff and residents.

Requirements:

- 3 years of successful experience in management or equivalent.
- Associate's Degree or higher required and certifications in field preferred.
- Excellent communication skills: verbal, written, electronic, face-to-face.
- Ability to operate under pressure and meet deadlines while maintaining a positive attitude.
- Exhibit or attain proficiency in computer systems including Microsoft Office products, HUD online systems, and industry specific software.
- Experience with multi-organizations or a single organization with multi-sites a plus.

Benefits Include:

**Comprehensive Insurance | Retirement plan | Tuition Reimbursement |
Paid-time off and leave programs | Identity protection |
Employee Assistance Program**

Equal Opportunity Employer. All positions subject to background and drug screening.

To apply: Send resume to HumanResources@wesleyliving.com.