



JOB OPPORTUNITY

TITLE OF JOB: Property Manager

LOCATION: Adventist Home, Livingston, NY

FT/PT STATUS: Regular Full Time

PAY RANGE:

- Pay range: \$25 - \$30 per hour.

POSITION SUMMARY:

Adventist Home, a 25-unit independent living senior community, is seeking a Property Manager to oversee the daily operations of its 90-acre campus which includes responsibilities for maintaining all units and common areas. Adventist Home is an Institution of Greater New York Conference.

ESSENTIAL JOB FUNCTIONS:

- Manage the overall maintenance and care of the 90-acre property.
- Handle plumbing, electrical, carpentry, painting, and HVAC systems.
- Oversee and supervise ground worker(s).
- Perform inspections, repairs, and maintenance on all units as needed.
- Operation of Private water system.
- Other duties as assignment by the administrator.

EXPERIENCE/QUALIFICATIONS:

- Experience in property management, maintenance, or related fields.
- Proficiency in plumbing, electrical work, carpentry, HVAC, and general repairs.
- Strong leadership and communication skills.
- Ability to manage and supervise staff.

ADDITIONAL INFORMATION:

- Housing on campus may be available.

HOW TO APPLY:

If interested in the above position, please submit your resume and cover letter to Secretariat: All applicants must be eligible to work in the United States.

- Email: secretariat@gnyc.org

Apply by November 30, 2024

Posted: October 9, 2024