

Property and Real Estate Manager

Description

Goodwin College owns and controls over 25 commercial and residential properties in East Hartford, CT. The incumbent will be responsible for the complete oversight of buildings, properties and grounds including but not limited to:

- Inspections and rehabilitation of campus properties on a monthly basis
- Assist with event coordination and execution
- Serve as the liason with municipal housing inspectors
- Secure necessary permits and approvals for work to be performed
- Quality control of workmanship of employees
- Planning workflow for assigned personnel and manage day-to-day activities
- Working with vendors to secure materials necessary to complete projects
- The creation and execution of preventative maintenance plans for college properties

Requirements

Successful applicants will be able to work in a fast paced and energetic environment. The ability to multi-task and be proactive is required.

Applicants must have three years construction experience and a management background.

Basic typing and computer skills are required.

Salary range is between \$45,000 - \$55,000

Send resumes to Katie Shutts via email to kshutts@goodwin.edu attention Dan Larson.