



Job Posting

Property Manager

Compensation: \$75,000 – 105,000 commensurate with experience

This position is located in Morristown, New Jersey. The Morristown Parking Authority (MPA) is seeking an individual to manage its buildings, grounds and equipment and to assist the Director of Facilities in developing protocols for managing building and facilities maintenance, overseeing projects and improvements, procuring contracts, and managing contractors, vendors and lease agreements. The facilities include 3 parking garages, 2 decks, 8 lots and an office building. The successful individual must be able to draft reports and make written recommendations. The position also requires working with customers and addressing their needs. Perform other duties as assigned by the Executive Director. Minimum of 40 hours plus, with flexible work schedule but must be available for emergencies 24/7.

Requirements

- Proficiency in Microsoft Office, Word, Excel, and Outlook.
- High School Diploma plus education or experience related to facilities management.
- Possess and maintain a valid New Jersey Driver's License.
- Be able to communicate with outside vendors and members of the public in a professional manner.
- Excellent problem-solving and customer service skills.
- Ability to work and or be on call evenings and weekends.
- Mechanical experience.

The MPA offers excellent benefits for our full-time employees, including Sick and Vacation Paid Leave, Pension and Health Benefits.

Salary is commensurate with experience. Email a resume and cover letter to resume@mpanj.org with the subject line of the position.

The MPA is an equal opportunity employer.

14 Maple Avenue, Suite 101, Morristown, NJ 07950

(973) 539-4810