

#23-42 Site Manager
ADMIN CCHDC, Full Time, West Oahu

The Site Manager for Maili Land will perform duties assigned by Program Director in partnership with Asset Manager to assist with property management duties, assist property manager in the physical maintenance of the project, maintain positive tenant relations, and address/schedule day to day maintenance of units, buildings, common area, facilities, janitorial, and property landscaping. Duties may include, but are not limited to, assisting with move in and move out, tenant file organization, provide resources/referrals to tenants, respond to life and safety situations. The Site Manager must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: Bachelor's degree in business administration or related field plus two (2) years of related experience. May also consider High School diploma or GED and four (4) years of related experience.

EMPLOYMENT CLEARANCE REQUIREMENTS: HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, Education Verification

DEADLINE TO APPLY: May 31, 2023