



PRINCETON  
PROPERTIES

Careers with  
**Princeton**





## OUR MISSION

Since 1973, Princeton Properties Management, Inc. has been a leader in multifamily apartment management, leasing, repositioning, and development. With a diverse property portfolio and capable team members, Princeton is an engine for success. Working together, we prioritize maximizing the value of our properties while providing apartment homes that people are happy to call home. Founded in Lowell, MA, Princeton Properties is proud to manage over 7,000 apartments in Maine, Massachusetts and New Hampshire. Princeton has strong ties to the community and believes in creating and managing properties that generate pride for residents and neighborhoods alike.

Princeton's approach to business is long-term investment in the quality, livability, and profitability of the properties it manages and a hallmark of Princeton's reputation is sound judgment in preserving and protecting its assets. Princeton recognizes that the retention and renewal process never ends, and solid annual and long-term capital planning is key to asset preservation.



“Princeton Properties' communities are a **great place to live** primarily because of the **people who** are located on the sites who **take care** of these homes. We have bricks and mortar just like our competitors, but **our people are the difference.**”

**Andrew Chaban**  
Chief Executive Officer





## THE RIGHT PEOPLE

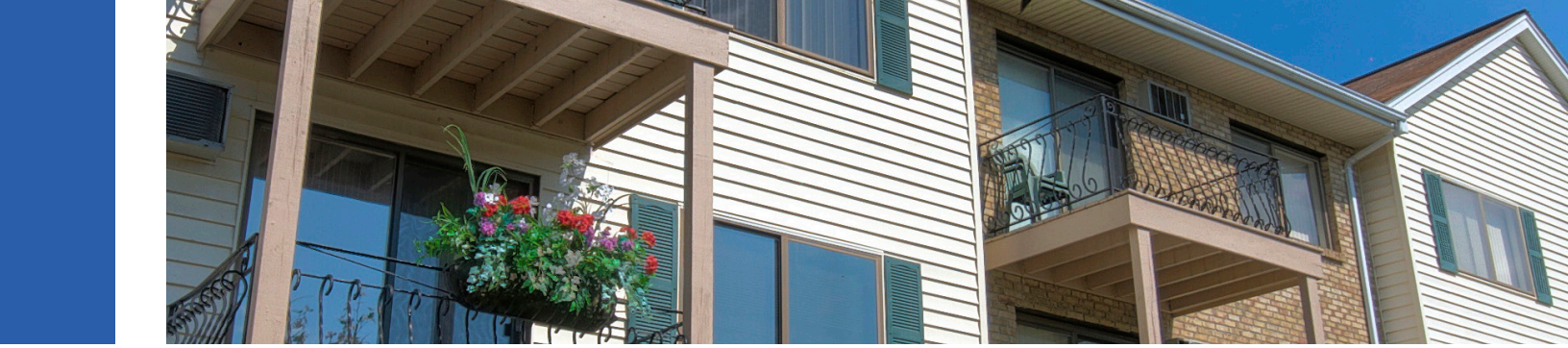
Princeton's management style is embodied by a high level of involvement from the principals of the firm and from all senior management. This attention to detail and level of support is unique and exists because of the size of the Management Company. In addition, our nimble size offers ample opportunity for an open communication flow between each branch of the company and readily available access to frontline staff, senior personnel, and anyone in between. Employees are empowered to provide the best possible service to our clients and residents, while enjoying a supportive and team oriented culture.

Our company motto has always been:

**“Do the right things not just do things right.”**

MAKING THE

**HIGHS  
RISKS  
DECISIONS**



## JOINING THE PRINCETON TEAM

Princeton Properties hires employees who share our values. Our success is a culmination of company wide hard work, dedication, innovation and teamwork.

We recognize that to provide a high level of customer satisfaction, our employees must have a high level of job satisfaction. We treat our employees with respect, consideration, fairness, and trust. This approach provides a company culture that benefits each level of our business.

We are seeking those who are creative, driven, love working with people, and who are enthusiastic about providing the very best resident experience. At Princeton your input is welcome, encouraged, and heard no matter what position you hold. We strongly believe that every individual on our team is an integral part of the Princeton family and our success depends on you. If you are looking for professional development and training, as well as the potential for career advancement, Princeton Properties has your back! We offer the latest in virtual training technology for our team members and exposure to national training programs and industry organizations.

**“We acknowledge a life work balance. we want to prioritize your hard work here, but also your family and personal life as well.”**

**Sarah Greenough**

Executive Vice President  
Chief Marketing Officer



# CAREERS FOR YOU

## **Internships:**

Princeton Properties has a variety of internships both seasonal and annual. We are proud to have partnered with coop programs at local colleges and vocational schools.

Internship opportunities often lead to a successful career in Property Management. These opportunities can be on-site supporting the Leasing Office, Maintenance Department and departments at the Corporate Office.

## **Leasing Consultant:**

We are seeking Leasing Consultants who are creative, driven, love to work with people and have fun, and who are enthusiastic about finding someone a wonderful home. This role emphasizes sales, customer service, and marketing skills. The primary responsibility of this position is to lease apartments through product demonstration and follow up, and to implement marketing strategies. You control your success by achieving leasing goals, resident retention and customer satisfaction, and by contributing to the success of the leasing effort. As a leasing consultant you are the face of the Princeton brand. Successful Leasing Consultants have room for advancement in becoming a Senior Leasing Consultant, Leasing Director and Leasing Trainer.



**“Great place to work.  
Great leadership. They  
will always provide you  
with the necessary  
tools to be successful.”**

- Glassdoor Review  
Sep 24<sup>th</sup>, 2015



## Maintenance Technician:

Our maintenance technicians are essential to maintaining the community and apartment homes. Providing fast and reliable maintenance service is critical to resident satisfaction and our success. We look for self-starters who take pride in their work. As a maintenance technician you will complete service requests, interact with residents and vendors, and respond to on-call emergencies. Maintenance Technicians have room for growth in becoming Senior Technicians, Assistant Maintenance Supervisor and Maintenance Supervisors.

**“Great company with good culture. Competitive wages, and good work life balance. Keep it up!”**

- Glassdoor Review  
Aug 4<sup>th</sup>, 2021

## Management:

Princeton promotes from within! We believe that providing opportunities for growth is essential for employee satisfaction, as well as our ongoing success. Property Managers represent the very best of team members by exemplifying excellent leadership and communication skills, while maintaining the utmost respect for their teams and emphasizing teamwork.

Property Managers are the principal operators for the communities that they oversee. Managers are responsible for the resident satisfaction and financial performance of their communities.

**“Wonderful company to start a new career with. Great work and life balance.”**

- Glassdoor Review  
June 10<sup>th</sup>, 2022



## Corporate Opportunities:

At Princeton we believe that the corporate office team and company executives are the customer service center for our on-site team members. Corporate opportunities include positions in Marketing, IT, Accounting, Operations Management, Human Resources and Development & Acquisitions.



“I’ve been able to grow with the company and always feel that my hard work is recognized and appreciated. It’s great to work for a company that makes me feel like what I do matters.”

- Glassdoor Review  
Mar 26<sup>th</sup>, 2019



# YOUR BENEFITS

Princeton Properties is committed to offering comprehensive compensation and benefit programs that protect, and meet the needs of a diverse work force.

Because we understand that benefits are an important part of an employee's compensation package, we are pleased to offer:

- Medical insurance, with a prescription drug plan
- Dental Insurance
- Vision Plan
- Pre-tax Medical & Dental insurance deductions
- Company-paid Short-term disability
- Company-paid Long-term disability
- Company-paid Life Insurance
- 401(k) plan with Matching Contributions
- Pre-tax Medical & Childcare Accounts (FSA's)
- Paid time off, including sick days, vacation, personal time & holidays
- Competitive salaries
- Employee Assistance Program (EAP)
- Employee Portal
- Employee referral bonus
- Employee recognition programs
- Advancement opportunities
- Paid time off benefits for part-time employees
- Smoke-free work environment
- Annual employee outings
- Charitable Opportunities





## IMPLEMENTING THE **RIGHT INNOVATIONS**



From cutting edge technology, to our advancements into co-generation and solar power, Princeton excels at finding and implementing the right innovations to keep properties fresh and competitive. Princeton is proficient at reducing operating costs, and reaffirms for our residents that they have chosen a home managed by a company committed to doing the right things as well as doing things right.

## CULTIVATING THE **RIGHT ASSOCIATIONS**



National associations and connections allow Princeton to remain aligned with industry trends and changes. Local involvement, through business associations and local charitable endeavors provide us with local grounding and an opportunity to serve the community. The emphasis is to be good citizens wherever our business takes us. It is these relationships, the commitment to community, and unflinching professionalism that have allowed Princeton to succeed.

## COMMITMENT TO THE COMMUNITY

Princeton Properties prioritizes giving back to the local communities and becoming exceptional partners and neighbors. This giving nature was born out of the philanthropy of our chairman and founder, James Herscot, whose most recent personal donation to Mass General Hospital was celebrated as one of the largest in the hospital's history. During the most recent COVID-19 pandemic, Princeton started a "Princeton Loves Local" campaign to support local businesses and add a bit of light and happiness to their resident base. Following suit, Princeton team members are given the resources to support local charitable efforts within the communities that they work and live. This initiative is recognizing that the little things matter, and often add up to "the big things."





## EQUAL OPPORTUNITY

Princeton Properties provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, ancestry, or any other legally prohibited basis in accordance with applicable federal or state laws. In addition, Princeton Properties complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Company has facilities. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Princeton Properties expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, ancestry, or any other legally prohibited basis. Improper interference with the ability of our employees to perform their expected job duties is not tolerated.



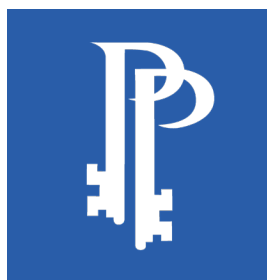


“Over the past 5 decades  
Princeton has evolved  
to become experts in  
all divisions of property  
management.”



DANIEL ENDYKE

Executive Vice President  
Development & Acquisition



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career with Princeton?**

Visit our website at

<https://www.princetonproperties.com/careers/>

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