



Job Title: Assistant Property Manager

Location: Chicopee, MA 01013

Hours: Part Time 3 days per week

Job Description:

HallKeen Management Company is looking for a part time Assistant Property Manager for a property with 134 residential units and 13 commercial office spaces in Chicopee, MA. The Property has multiple programs onsite including HOME units, LIHTC units, project based subsidy units, market units and commercial units. Responsibilities will include interviewing residents and applicants to help prepare initial and annual recertifications, screening applications, creating move in packets, preparing invoices, answering telephones for prospective residents and current residents, greeting and engaging with visitors and vendors, interfacing on a daily basis with residents, recording service requests in the resident management system, collecting and processing rent checks, maintaining resident apartment files, and other general management and administrative duties.

Candidate must be organized, highly detail oriented, should be able to perform and prioritize multiple projects, should have effective written and oral communication skills and a professional demeanor. Must be proficient in Word and Excel. Prior experience in the property management and/or affordable housing field is a plus along with Real Page/One Site Software Experience.

If you are interested in applying or know someone to refer for the position, please fax or email resume to Charlotte Lewis at CLewis@hallkeen.com