



Job Title: Property Manager

Location: Ames Privilege Chicopee MA 01013

Hours: Full-time, Salary

Job Description:

HallKeen Management seeks a qualified, motivated and experienced property manager to oversee operations of two properties run out of the same office and that operate in the same location. Ames I is a 94 unit property with 12 commercial spaces and Ames II is a 40 unit partial Tax Credit property, both of these converted mill buildings are located in the center of Chicopee MA, We are looking for a bright, energetic individual who enjoys becoming involved in a variety of tasks in a team based supportive atmosphere.

The ideal candidate should possess strong supervisory skills, impeccable customer service skills, strong communication skills-verbal and written, marketing skills and a professional demeanor at all times. Attention to detail and ability to work independently on assignments is necessary. Must be proficient in MS Office, particularly excel and have property management software experience.

Knowledge of Low Income Housing Tax Credits is required. The ideal candidate must have working knowledge of mobile vouchers, Home regulations, and PHA administered PBS8.

Minimum Bachelor's Degree and/or applicable work experience. COS, C3P or SHCM Certification preferred.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 781.915.3074 or kmarchand@hallkeen.com