Job Title: Assistant Property Manager
Location: Amy Lowell and East Canton Street Apartments Boston, MA 02115
Hours: Full Time – Split between 2 Properties
Pay: $29 per hour

Description:
HallKeen Management Company is looking for a Full Time - 40 hour per week – Assistant Property Manager for 2 properties in the Boston Area. Assists and supports Property Manager and provides prompt and efficient administrative support to the Property Management office. This individual will also be responsible for the Section 8/LIHTC Annual/Interim Recertifications for 231 units between the two properties. We are looking for a bright, energetic individual who enjoys becoming involved in a variety of tasks in a team-based supportive atmosphere.

Responsibilities:

West End – (3 days per week)

- Responsible for all Resident LIHTC Annual Recertifications
- Responsible for processing all applicants for the LIHTC program. Final approval working with HallKeen Compliance Department.
- Knowledge of Real Page ONESITE a plus
- Maintain Resident Files in accordance with HallKeen/LIHTC Policies/Guidelines
- Inputting resident checks and 3rd party rental payments
- Track and follow-up with monthly delinquencies both from residents and housing agencies
- Process 5-day rent reminders, balance due letters and review 30-Day Notices with Property Manager
- Overview of Amy Lowell Wait List
- Excellent Customer Service
- Ability to remain calm in difficult situations
- Market interactions, phone calls and touring prospects
- Assist Property Manager and HallKeen on various projects
- Assist team with Annual Apartment Inspections
- Knowledge of invoicing

South End – (2 days per week)

- Resident Annual Recertifications for Project-based Section 8 Residents
    - Annual / Interim interviews
- S8 and LIHTC Move Ins
- TRACS monthly submission
- Tracking SPECIAL CLAIMS
- Tracking EIV
- Resident Annual Recertifications for LIHTC Residents
- Upkeep of resident files for both programs

Qualifications:

Candidate must be organized; adept in Technology, possess strong effective written and oral communication skills; ability to plan strategically; detail oriented; be able to perform and prioritize multiple projects; excellent customer service skills and a professional demeanor. COS and C3P holders are strongly preferred with a background in affordable housing. Must be proficient in Word, Excel, Publisher Outlook, Social Media. Prior experiences in the property management or marketing field and bi-lingual a plus.

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.

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