



Job Title: Assistant Property Manager

Location: Bayview Towers Stamford, CT 06901

Hours: Full Time

Job Description:

HallKeen Management seeks a qualified, motivated, and experienced assistant property manager at Bayview Towers Apartments, an affordable multi-family community in Stamford, Connecticut. We are looking for a bright, energetic individual who is interested in becoming involved in a team-based, supportive atmosphere in a fast-paced office.

The primary responsibilities of this position are to assist the property manager with day-to-day operations along with specific duties including interviewing residents and applicants to help prepare initial, annual and interim recertifications in compliance with HUD Section 8 and Low Income Housing Tax Credit programs. Answering telephones, interfacing on a daily basis with residents, taking and logging of service requests in computerized resident management system, collecting and processing rent checks, maintaining resident and apartment files, and other general management and administrative duties.

The ideal candidate must be organized, highly detail oriented, should be able to perform and prioritize multiple projects in a busy office; should have effective written and oral communication skills and a professional demeanor. Must be proficient in Word, Excel and have the ability to use email and internet. Prior experience in the property management and/or HUD Section 8/LIHTC affordable programs is a plus along with Real Page/OneSite Software.

Minimum of Associates Degree and/or applicable experience with working knowledge of HUD or LIHTC affordability programs.

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 e-mail resumes to SSteinacher@hallkeen.com