



**Job Title: Assistant Property Manager**

**Location: Brookside Park Apartments, Berlin, NH 03570**

**Hours: Full time-40 Hours**

**Job Description:**

HallKeen Management Company is looking for an Assistant Property Manager for a 120-unit Low Income Housing Tax Credit and Section 8 Project Based community located in Berlin, NH. This position assists and supports the Property Manager and oversees the affordable programs for the community.

**Responsibilities:**

The primary responsibilities of this position are to conduct all initial, interim and annual certifications, maintain compliance with the subsidy programs and assist the Property Manager in all aspects of management for the community. Other responsibilities include, but not limited to:

- Update, organize and maintain all resident and maintenance files.
- Processing subsidy payments and the monthly HAP.
- Enforce rent collection policy.
- Processing Invoices.
- Maintaining affordable housing compliance for the S8PB Program
- Conduct Initial, Interim and Annual Recertification's according to regulations and in a timely manner.
- Maintain waiting list
- Assist with leasing and screening of prospects. Prepare paperwork for move-ins in a timely manner and in accordance with the properties housing regulations and HallKeen's Policies.
- Foster and ensure quality based and professional service to residents and clients alike.
- Answer phones, handle visitors and resident traffic in a professional manner and in accordance to all Fair Housing Laws.

**Requirements:**

Qualified candidates must have a minimum of 2+ year's residential property management experience or equivalent, Knowledge of HUD and Tax Credit policies and procedures, C3P (Tax Credit Specialist) and COS (Certified Occupancy Specialist) designations a plus. Candidate must have strong verbal and written communication skills, ability to adapt to a fast-paced environment, ability to multi task and work independently with attention to detail, and have strong organizational skills. Must be proficient in Microsoft Word, OneSite, Outlook and Excel. RealPage, OneSite experience 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.

**If you are interested in applying or know someone to refer for the position, please e-mail resume to [kyuan@hallkeen.com](mailto:kyuan@hallkeen.com)**