

HK HallKeen

Job Title: Assistant Property Manager

Location: Coady School Residences, Bourne, MA 02532

Hours: Full Time 32 Hours Per Week

Pay Rate: \$25.00 Per Hour

Job Description:

HallKeen Management is seeking a qualified, motivated and experienced Assistant Property Manager to support the daily operations a 58 unit elderly LIHTC property in Bourne, MA. Candidate must possess experience in affordable housing, specifically the LIHTC and DHCD programs, marketing, with an emphasis on resident relations and retention. Dedication to providing a high-quality living environment is a must. Position reports to the Senior Property Manager.

Responsibilities:

Responsibilities will include interviewing residents and applicants to help prepare initial and annual recertifications, answering telephones and greeting visitors; 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, processing accounts payable, and other general management and administrative duties.

Requirements:

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. Ideal candidate will possess prior experience in the property management and/or affordable housing field (LIHTC, HOME) along with Real Page/One Site Software experience.

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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