



**Job Title: Assistant Property Manager**

**Location: Coyle School Residences, Taunton, MA 02780**

**Hours: Full Time, 40 Hours per Week**

**Job Description:**

LEASE-UP. Historic Rehab. Fast paced work environment. Low Income Housing Tax Credit experience a must.

HallKeen Management is seeking a qualified, motivated and experienced Assistant Property Manager to support the lease-up of a 50 unit family affordable property in Taunton, 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 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, 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.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Sabrina Constant at 774-762-4759 or [sconstant@hallkeen.com](mailto:sconstant@hallkeen.com)**