



Job Title: Property Manager

Location: Durham Hosiery Mill Apartments, Durham, NC 27701

Hours: Full-time

Job Description:

HallKeen Management is seeking a qualified, motivated and experienced property manager with affordable housing experience to oversee operations of 151 residential apartments for seniors age 62 and older in Durham, North Carolina. The candidate must possess experience in Affordable Housing (Project Based Section 8), including HUD policies and procedures, marketing, staff supervision, budgeting, variance reporting, regulatory reporting, etc., with an emphasis on marketing, tenant relation and retention. Responsible for oversight and over HUD policies and procedures overall care and maintenance of the property, including initial and annual income certifications, budget preparation and management of the site office, site staff, and subcontractors. The ideal candidate will have solid property management and supervisory experience, be highly organized and detail oriented, have affordable housing certification (or equivalent) and be comfortable meeting or exceeding deadlines. Position reports to the Regional Property Manager.

Dedication to providing a high-quality living environment is a must.

Position responsibilities include, but not limited to (oversight of and hands on involvement):

- Update, organize and maintain all resident and maintenance files.
- Collect rents and make daily deposits.
- Enforce rent collection policy.
- Update, maintain and prepare various daily, weekly and quarterly reports and submit to regional manager and corporate office.
- Strategize, develop and implement marketing plan to reach target markets and ensure maximum occupancy.
- Review and ensure proper processing of all rental applications.
- Oversight of initial and annual income certifications.
- Supervise all site staff and inspect all staff work and provide direction.
- Coordinate staff schedules.

- Prepare annual budgets and report budget to actual variances.
- Ensure 100% compliance with all Fair Housing regulations.
- Conduct annual apartment inspections and completely document and correct deficiencies.
- Prepare and submit monthly and annual reports to maintain compliance with HUD and Contract Administrator programs.

Qualified candidates should have a bachelor's degree and have a minimum of 3 years residential property management experience as a manager or equivalent, ARM (Accredited Resident Manager) designation or equivalent industry designations a plus. Candidate must possess previous experience with Affordable Housing programs including Project-Based Section 8 and ideally should possess their real estate broker license. Working knowledge of Microsoft Office with emphasis on Excel and knowledge of OneSite software is 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 propertycandidate@yahoo.com