



Job Title: Property Manager

Location: East Canton Street Apartments, Boston, MA 02115

Hours: Full-time

Job Description:

HallKeen Management is seeking a qualified, motivated and experienced Property Manager with affordable housing experience to oversee the operations an 80-unit property in the South End of Boston consisting of layered Project Based Section 8 and Low Income Housing Tax Credit (LIHTC).

Candidate must be well-versed in Affordable Housing (Section 8) Certifications, Recertifications, Interims, Voucher Preparation, including familiarity with HUD 4350.3 policies and procedures, TRACS transmissions and LIHTC regulations. The right candidate should also possess marketing abilities, staff supervision, budgeting, variance reporting, regulatory reporting, etc., with an emphasis on resident relations and retention.

The Property Manager is responsible for all aspects of the property including curb appeal and maintenance of the property, supervising a part-time Recertification Specialist, Resident Services Coordinator, Maintenance Team, and subcontractors.

The ideal candidate should be highly organized and detail oriented, and comfortable meeting or exceeding deadlines.

Candidate should possess a minimum of three years industry experience as a property manager or a higher level assistant manager possessing the above noted and required experience, a bachelor's degree and/or equivalent property management experience with working knowledge of Microsoft Office, in particular Word and Excel, and Onesite software.

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 Kristina Bradley at 781-915-3103 or Kbradley@hallkeen.com