

HK || HallKeen

Job Title: Property Manager

Location: Eleanor Roosevelt & Liberty Street Apartments Stamford, CT 06902

We are seeking an experienced and organized Property Manager to oversee the daily operations, financial performance, compliance, maintenance coordination, and resident relations for two affordable housing communities in Stamford Connecticut.

Position Details

- Approximately 25- 30 hours per week
- Salary: \$50,000- \$55,000 annually
- Must have reliable transportation and a valid driver's license

Responsibilities Include:

- Overseeing daily property operations and office administration for two buildings
- Managing occupancy, leasing, applicant processing, and annual recertifications
- Monitoring maintenance operations, work orders, and unit turnovers
- Preparing budgets, variance notes, projections, and financial reports
- Ensuring compliance with HUD, LIHTC, Section 8, and company policies
- Running subsidy vouchers and maintaining compliance documentation
- Supervising onsite staff and coordinating vendors and contractors
- Maintaining strong resident relations and customer service standards

Qualifications:

- Minimum 3 years of property management experience
- Affordable housing experience preferred (HUD, LIHTC, Section 8)
- Experience with OneSite is a plus
- Experience processing and running vouchers preferred
- Strong organizational, communication, and time management skills
- Experience with budgeting, projections, and variance reporting
- Ability to manage multiple priorities in a fast-paced environment
- Supervisory experience preferred
- Proficiency with Microsoft Office

The ideal candidate is organized, detail oriented, proactive, and able to effectively manage operations while maintaining positive resident and staff relationships.

APPLY NOW