

## **HALLKEEN MANAGEMENT**

**Job Title:** Senior Property Manager  
**Location:** Fenway Properties Boston, MA 02115  
**Hours:** Full-Time

### **Job Description:**

HallKeen Management is seeking a qualified, motivated and experienced Senior Property Manager with affordable housing experience to oversee the operations of seven scattered site mixed income communities totaling 298 units. The communities are layered with Low Income Housing Tax Credit (LIHTC), Section 8 Project Based, Home and Market.

Candidate should possess strong experience with Affordable Housing Programs, including Section 8 Project Based, LIHTC, HOME as well as Market Rate housing. Must have experience with the certification and recertification process, marketing & leasing, staff supervision & mentoring, team building, budgeting, variance reporting, regulatory reporting, etc., with an emphasis on customer service, tenant relations and retention.

The position is responsible for overall care and maintenance of the properties, budget preparation and management the site offices, site staff, and subcontractors.

The ideal candidate will have solid property management experience specializing in mixed income communities. Candidate should ideally possess related property management certifications in affordable housing and should have solid leadership / supervisory skills, be highly organized and detail oriented, be comfortable meeting or exceeding deadlines and have great customer relation skills.

Candidate should possess a minimum of five 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 Onsite tenant management software.

Equal employment opportunity

If interested in this position please send a copy of resume and salary requirements Kimberly Yuan at [Kyuan@hallkeen.com](mailto:Kyuan@hallkeen.com)