



Job Title: Property Manager

Location: 25 Thomas Street | Westfield, Massachusetts 01085

Hours: Full Time; 40 Hours per Week

Pay Rate: \$75,000 - \$80,000 DOE Per year

Job Description:

HK Management is seeking a qualified, motivated and experienced Property Manager to manage a 107 unit elderly/disabled project based section 8 property in Westfield, MA. The ideal candidate will have strong experience in affordable housing compliance, HUD regulations, and property operations, along with a demonstrated ability to lead staff, manage financial performance, and foster positive resident relationships. A commitment to maintaining a safe, compliant, and high-quality living environment is essential. This position reports directly to the Vice President of Residential Management.

Position responsibilities include, but are not limited to:

- Maintain and ensure compliance of all resident, occupancy, and maintenance files in accordance with HUD and regulatory requirements
- Administer Project-Based Section 8 program requirements, including certifications, recertifications, and interim reexaminations
- Verify applicant eligibility in accordance with HUD guidelines, ensuring accurate income calculations and documentation
- Enforce rent collection policies, monitor accounts receivable, and ensure timely collections and deposits
- Prepare and submit monthly, quarterly, and annual reports to the Regional Manager and corporate office
- Develop and implement marketing and outreach strategies to maintain full occupancy and minimize vacancy loss
- Oversee compliance with all affordable housing regulations, including HUD, Fair Housing, and other applicable programs
- Coordinate and prepare for management reviews, MORs, and regulatory audits
- Supervise, train, and evaluate on-site staff; provide leadership and ensure accountability for performance
- Manage scheduling and daily operations of site staff
- Prepare annual operating budgets and monitor financial performance, including variance reporting and expense control
- Oversee property maintenance operations, including preventive maintenance plans and capital needs awareness
- Conduct regular property and unit inspections to ensure physical condition standards are met and deficiencies are addressed promptly
- Promote strong resident relations, address concerns effectively, and support resident retention initiatives
- Ensure full compliance with Fair Housing laws and company policies at all times

Requirements:

Qualified candidates must have a minimum of 3+ year's residential property management experience or equivalent. ARM and COS designations a plus. Candidate must have strong verbal and written communication skills, ability to adapt to a fast paced environment, ability to multi task and work independently with attention to detail, and have strong organizational skills. Must be able to motivate and lead a team. Must be proficient in Microsoft Word, OneSite, Outlook and Excel.

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 email resume to Maribel Batista at MBatista@Hallkeen.com