Job Title: Assistant Property Manager Offering $750. hiring bonus!
Location: Golden Park Apartments, Liberty, NY 12754
Hours: Full Time
Pay Rate: $25. Per hour

Are you looking to join a supportive team and a dynamic company? We are so sure you will love it at HallKeen that we are offering a $750. hiring bonus for the right candidate! All bonuses to be paid per company policy.

Job Description:
HallKeen Management, a professional management company seeks a qualified, motivated and experienced assistant property manager to assist with operations. Golden Park is a senior/disabled apartment community located in Liberty, New York consisting of 126 affordable units. Which consists of the LIHTC and RAD programs. We are looking for a positive, enthusiastic individual who can work with the residents of these as well as maintain positive relationships with area agencies such as Public Housing Authorities and affiliated state agencies.

You should have solid multi-tasking abilities, strong communication skills, both verbal and written. Attention to detail and ability to work independently on assignments is necessary. Must be proficient in MS Office and property management software (Onesite) experience is preferred.

Experience in the LIHTC Program is preferred. COS, TCS and C3P Certification is ideal.

Hallkeen is a professional management company that manages over 90 properties from Maine to Florida and provides room for career growth. Hallkeen also provides health benefits, including vision and dental. Other benefits such as paid vacation and 401K are also provided.

Benefits:
Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long 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.

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