



Job Title: Regional Property Manager

Location: Massachusetts

Hours: Full-time

Job Description:

HallKeen Management seeks a qualified, motivated and experienced Regional Manager to oversee operations for a portfolio located in Massachusetts of approximately 15 properties.

The ideal candidate would possess strong supervisory and communication skills-verbal and written, and a comprehensive background in budgeting and cash management. Must be proficient in MS Office, particularly excel. This person is fully responsible for each property meeting or exceeding budget expectations along with meeting full compliance with all city, state and federal regulations as it relates to a variety of subsidy programs. The Regional Manager is in regular contact with state monitoring agencies, owners and staff. The Regional Manager is also responsible for all training of the staff within the portfolio and reports to the Chief Operating Officer.

A Bachelor's degree or five years prior regional experience is required. The ideal candidate would have in-depth knowledge of multiple HUD subsidy programs, HUD policies and procedures and the LIHTC program. This is a full-time position with benefits. Frequent travel between properties and other company locations necessary.

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 e-mail resume to TGlasman@hallkeen.com.