



Job Title: Property Management Support Specialist

Location: Norwood, MA and South of Boston area

Hours: Full Time

Pay: Starting at \$38 per hour

Job Description:

HallKeen Management has openings for a Property Management Support Specialist.

Duties and Responsibilities:

Duties may include, but are not limited to, processing rental payments, tracking rent collections, processing invoices for payment, touring and leasing apartments, processing rental applications, completing HUD and LIHTC income certifications, waitlist management, coordinating repairs with maintenance and vendors, preparing for property management reviews, providing resident support, and interviewing for open positions. This position is based in Norwood, MA but does require travel to various properties (typically South of Boston – but could involve some travel outside of MA).

The ideal candidate would be familiar with the multifamily property management business, have experience working with Real Page One Site management software, have impeccable attention to detail, excellent customer service skills, strong written and verbal communications skills, ability to work independently and manage competing priorities and experience in HUD and the Low-Income Housing Tax Credit Program. Travel to properties South of Boston, required.

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.

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