

# HK||HallKeen

**Job Title: Assistant Property Manager**

**Location: Wing School Residences, Sandwich, MA 02563**

**Hours: Part time, 32 Hours per Week**

**Pay Rate: Starting at approximately \$25.00 per hour DOE**

## **Job Description**

HallKeen Management is seeking a motivated, organized, and resident-focused Assistant Property Manager to support the daily operations of an affordable housing community in Sandwich, MA. This position combines traditional property management responsibilities with resident service coordination to support housing stability, resident engagement, and overall community well-being.

The ideal candidate will have experience in affordable housing programs (LIHTC, EOHLC, HOME), strong administrative skills, and a passion for working directly with residents to connect them with supportive services and community resources. This position reports to the Senior Property Manager and is an integral part of the on-site management team.

## **Key Responsibilities**

- Assist with daily operations of the property, including resident relations and office management
- Interview applicants and residents and prepare initial and annual recertifications
- Answer telephones, greet visitors, and provide excellent customer service
- Collect and process rent payments
- Maintain resident and apartment files in a computerized management system
- Log and track maintenance/service requests
- Process accounts payable and support general administrative functions
- Support marketing, leasing, and resident retention efforts
- Provide residents with information and referrals to supportive services and community resources
- Provide lease education and tenancy support to promote housing stability
- Develop, coordinate, and oversee resident-focused programs and workshops
- Build and maintain partnerships with local service providers and community organizations

## **Qualifications & Requirements**

- Experience in property management and/or affordable housing (LIHTC, EOHLC, HOME preferred)
- Demonstrated knowledge of supportive services and entitlement programs for elderly, and/or disabled populations
- Strong organizational skills with the ability to prioritize multiple tasks in a busy office environment
- Excellent interpersonal, written, and verbal communication skills
- Professional demeanor and strong resident service orientation
- Ability to work independently and as part of a team
- Proficiency in Microsoft Word, Excel, email, and internet-based systems
- Experience with RealPage/OneSite, Resident Connect, or similar software preferred
- Demonstrated experience working with diverse populations

## **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

**If you are interested in applying or know someone to refer for the position please e-mail resume to John Mayou at [JMayou@hallkeen.com](mailto:JMayou@hallkeen.com).**