Job Title: Property Manager
Location: Huntington Avenue & Frawley Delle Apartments Boston, MA 02115
Hours: Full-time
Salary: $85,000

Job Description:
HallKeen Management is seeking a qualified, motivated and experienced Property Manager to oversee several market rate / mixed-income properties in the Mission Hill neighborhood of Boston. Properties combined total 113 apartments with some commercial and retail space. The candidate should be experienced in the areas of maintenance, marketing, staff supervision, budgeting and variance reporting, with an emphasis on resident relations and retention. Responsible for overall care and maintenance of the property and its residents, dedication to providing a high quality living environment is a must. Position reports to the Regional Property Manager.

Position responsibilities include, but not limited to:

- Update, organize and maintain all resident and maintenance files.
- Collect rents and make daily deposits.
- Enforce rent collection policy.
- Update, maintain and prepare various daily, weekly and quarterly reports and submit to regional manager and corporate office.
- Strategize, develop and implement marketing plan to reach target markets and ensure maximum occupancy.
- Review and process all rental applications.
- Supervise all site staff and inspect all staff work and provide direction.
- Coordinate staff schedules.
- Prepare annual budgets and meet or exceed budgeted lease renewal percentages on quarterly basis.
- Ensure 100% compliance with all Fair Housing regulations.
- Conduct annual apartment inspections and completely document and correct deficiencies.
- Oversee the Maintenance and Preventative Maintenance of the properties.

Requirements:
Qualified candidates must have a minimum of 3+ year's residential property management experience or equivalent, ARM (Accredited Resident Manager) designations a plus. In addition, experience in LIHTC and MOD programs are required. 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. One Site, Microsoft Word and Excel skills a plus.

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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