Job Title: Assistant Property Manager Offering a $1,000. Hiring Bonus!
Location: Huntington Avenue & Frawley Delle Apartments Boston, MA 02115
Hours: Full Time 40 Hours
Ray Rate: $30. Per Hour

Job Description:
The Assistant Property Manager is charged with supporting the Property Manager's efforts in the day-to day implementation of those policies, procedures, and programs that will assure a well managed, well maintained building, placing maximum emphasis on positive response to the concerns and needs of the residents, environmental health and safety, and quality programs, in coordination and conjunction with the Owner's goals and objectives.

We are so sure you will love it at HallKeen Management that we are offering a $1,000 hiring bonus for the right candidate. All bonuses to be paid per company policy.

Position responsibilities include, but not limited to:

- Assist with Miscellaneous administrative duties; open and sort all mail, answer calls, respond to answering service messages, and trips to the post office.
- Maintain property files, records, and reports.
- LIHTC Experience Strongly Preferred – This is a future LIHTC project for 74 units
- Process all property invoices following HKM procedure in a timely manner.
- Research all variances and/or receivables in a timely manner.
- Carry out rent collection in accordance with collection policies which include: collection, posting, and deposit of rent, subsidy payments and other income in a timely manner.
- Prepare and send rent reminder notices and provide Property Manager with a list of notices once they have expired.
- Conduct all aspects of marketing including out reach, placing ads, greeting prospective residents, and processing proper paperwork/application.
- Assist and implement a marketing campaign to effectively market all apartments.
- Monitors and/or conducts follow-up calls and documents traffic.
- Qualifies, and leases apartments in accordance to Fair Housing Guidelines. Assists in the review and /or processing of rental applications, lease forms, and reports to ensue they are properly completed according to property guidelines
- Greet all residents and be available to assist with any questions
- Assist Property Manager in resident retention and problem resolution with residents.
- Approve and enter all maintenance work orders into the system and follows-up with residents regarding quality of service.
- Perform all move-in and move out inspections to ensure the highest standards are maintained on the property.
- Remain current with knowledge applicable housing policies/handbooks.
- Assist on special projects or any other duties needed to meet business goals.

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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