



Job Title: Assistant Property Manager

Location: Keen's Crossing Apartments, Winooski, VT 05404

Hours: Full time-40 Hours

Job Description:

HallKeen Management Company is looking for an Assistant Property Manager for a property located in Winooski Vermont. Keen's Crossing Apartments include 12 retail units and 213 residential units of mixed income housing; including Low Income Tax Credit and the HOME program. This position assists and supports the Property Manager and oversees the affordable programs for the community. The ideal candidate will be bright, energetic and enjoy becoming involved in a variety of tasks in a team-based supportive atmosphere.

Responsibilities:

The primary responsibilities of this position are to conduct all initial and annual certifications, maintain compliance with the subsidy programs and assist the Property Manager in all aspects of management for the community. Other responsibilities include, but not limited to:

- Leasing Apartments
- Lease renewals
- Update, organize and maintain all resident and maintenance files.
- Enforce rent collection policy.
- Processing Invoices.
- Maintaining affordable housing compliance for the LIHTC and HOME Program
- Conduct Initial and Annual Recertification's according to regulations and in a timely manner.
- Maintain waiting list
- Assist with leasing and screening of prospects. Prepare paperwork for move-ins in a timely manner and in accordance with the properties housing regulations and HallKeen's Policies.
- Foster and ensure quality based and professional service to residents and clients alike.
- Answer phones, handle visitors and resident traffic in a professional manner and in accordance to all Fair Housing Laws.

Requirements:

Qualified candidates must have a minimum of 2+ year's residential property management experience or equivalent, Knowledge of HOME and Tax Credit policies and procedures, C3P (Tax Credit Specialist) and COS (Certified Occupancy Specialist) designations a plus. 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 proficient in Microsoft Word, OneSite, Outlook and Excel. RealPage, OneSite experience 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.

If you are interested in applying or know someone to refer for the position, please e-mail, mail or fax your resume and cover letter to: dfinnigan@hallkeen.com or 802-655-1811.