



**Job Title: Assistant Property Manager**

**Location: Keens Crossing Winooski, VT 05404**

**Hours: Full Time**

Norwood based growing Real Estate Management and Investment Company seeks a full-time Assistant Property Manager for Keen's Crossing in Winooski, VT. The ideal candidate will be bright, energetic and enjoy becoming involved in a variety of tasks in a team-based supportive atmosphere.

The primary responsibility of this position is to assist the Property Manager in all aspects of management for 9 retail units and 213 residential units of mixed income housing in a fast-paced work environment. Responsibilities would include but are not limited to leasing apartments, assisting with tax credit compliance, processing invoices and resident billing, help with lease enforcement, tracking work orders, providing excellent customer service, administrative duties include answering phones, filing, property inspections, ordering supplies, and supporting the property manager as needed.

The ideal candidate should possess strong communication skills-verbal and written; and have a professional demeanor at all times. Attention to detail and ability to work independently on assignments is necessary. Must be proficient in MS Office, particularly excel; and general letter writing is also required.

The ideal candidate would have 5 years experience in the property management field. Experience with subsidy housing including LIHTC and HOME would be a plus. Experience in rent collections and basic accounting functions required; experience with One Site software would be beneficial. Minimum of Associates Degree or applicable work experience.

**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 would like to apply for this outstanding job opportunity please fax or e-mail your resume and cover letter to Diane Finnigan at 802-655-1811 or [dfinnigan@hallkeen.com](mailto:dfinnigan@hallkeen.com)**