



**Job Title: Assistant Property Manager**

**Location: Madison Towers Syracuse, NY 13202**

**Hour: Full-time**

**Job Description:**

HallKeen Management Company is looking for a full-time Assistant Property Manager for a property with 232 residential units and 13 commercial office spaces in Syracuse, NY. The Property is market rate with Mitchel-Lama middle-income requirements. This individual will be the first face for residents and guests to represent HallKeen Management and Madison Towers; superb customer-service a must. We are looking for a bright, energetic individual who enjoys becoming involved in a variety of tasks in a team-based supportive atmosphere.

Compensation: \$23-\$25 per hour

**Responsibilities:**

- Front-Line Office – resident interaction
- Tracking work orders – Input and Completion
- Invoicing – work-up and input to OSA
- Prepare & distribute Resident Memos
- Vendor Certificates of Insurance/Workman’s Comp tracking
- Work with DHCR for on electronic waitlist and applicant processing
- Distribute applications
- In-take new applications
- Applicant Outreach
- Interview applicants
- Assist with Resident Annual Recertifications o Annual interviews
- Resident filing
- Assist with Annual Apartment Inspections
- Follow-up with workorders from inspections
- Complete GRACE HILL TRAININGS
- OneSite Tutorials

**Qualifications:**

Candidate must be organized; adept in Technology, possess strong effective written and oral communication skills; ability to plan strategically; detail oriented; be able to perform and prioritize multiple projects; excellent customer service skills and a professional demeanor. Must be proficient in Word, Excel, Publisher Outlook, OneSite & social media.

The position offers the right candidate the opportunity to enhance their current skills and acquire new knowledge. This is not just a job but a career in residential property maintenance that offers new and interesting challenges on a daily basis.

**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 for the position, please e-mail resume to [nrodriguez@hallkeen.com](mailto:nrodriguez@hallkeen.com)**