



Job Title: Property Manager

Location: Madison Towers, Syracuse, NY 13202

Hours: Full-time

Job Description:

HallKeen Management has an opening for a full-time Property Manager to 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. We are looking for a bright, energetic individual who enjoys becoming involved in a variety of tasks in a team based supportive atmosphere. The ideal candidate should possess strong supervisory skills, impeccable customer service skills, strong communication skills-verbal and written, marketing skills and a professional demeanor at all times. Attention to detail and ability to work independently on assignments is necessary

Primary Function:

The Property Manager is responsible for overall care and maintenance of the property and its residents, duties include, but not limited to: collecting and depositing rent, annual income recertification process, marketing, staff supervision, budgeting, variance reporting, regulatory reporting, etc., with an emphasis on tenant relations. Attention to detail and ability to work independently and with staff on assignments is necessary.

Knowledge and Skills:

Bachelor's degree and/or equivalent property management experience with proven supervisory capabilities and proven administrative skills. Must be proficient in Microsoft Word, OneSite, Outlook, and Excel. Qualified candidates must have a minimum of 3+ year's residential property management experience. ARM, CAM or CALP designation(s) preferred.

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