



**Job Title: Property Manager**

**Location: Midway Artist Studios, Fort Point in Boston, MA 02110**

**Hours: Full Time; 40 Hours per Week**

**Job Description:**

HK Management is seeking a qualified, motivated and experienced Property Manager to manage 89 live/work studios and 5 commercial tenants in Fort Point in Boston. Community includes 36 income restricted residential studios through the City of Boston Inclusionary Housing program. Candidate must possess experience in affordable housing, capital project management, budgeting and variance reporting, staff supervision, and marketing, with an emphasis on resident relations and retention. Dedication to providing a high-quality living environment is a must. Experience working in collaboration with a Board of Directors preferred. Position reports to the VP of Residential Management.

**Position responsibilities include, but not limited to:**

- Update, organize and maintain all resident and maintenance files.
- Collect rents and make daily deposits. Enforce rent collection policy.
- Review applications for income eligibility for affordable AMI programs, as well as conduct annual recertifications of existing residents to ensure ongoing compliance with affordable housing programs.
- Maintain and manage waiting lists.
- Process accounts payable.
- Prepare annual budgets and complete monthly and quarterly financial variance reporting
- Update, maintain and prepare various bi-monthly and quarterly reports, and submit to VP and corporate office.
- Prepare annual compliance reports and participate in periodic regulatory audits.
- Strategize, develop and implement marketing plan to reach target markets and ensure maximum occupancy.
- Supervise and develop all site staff, inspect all staff work and provide direction.
- Oversee preventive maintenance and physical plant operations.
- Conduct annual apartment inspections, and completely document and correct deficiencies.
- Ensure 100% compliance with all Fair Housing regulations.

**Requirements:**

Qualified candidates must have a minimum of 5+ year's residential property management experience or equivalent. 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 able to motivate and lead a team. Must be proficient in Outlook 365, Microsoft Word and Excel, and OneSite.

**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 fax or e-mail resume to Megan Thomopoulos at 781.915.3158 or [MThomopoulos@hallkeen.com](mailto:MThomopoulos@hallkeen.com)**