

# HK||HallKeen

**Job Title: Assistant Property Manager**

**Location: Neptune Towers Apartments, Lynn, MA**

**Hours: Full Time (40 hours)**

**Job Description:**

HK Management seeks a qualified, motivated and experienced assistant property manager at Neptune Towers Apartments, a 334-unit project based Section 8 community in Lynn, Massachusetts. We are looking for a bright, energetic individual who is interested in becoming involved in a team-based, supportive atmosphere in a fast paced office.

The primary responsibilities of this position are to assist the property manager with day to day operations along with specific duties including leasing and processing recertifications in full compliance with HUD Section 8 regulations. Duties include, but are not limited to, interim certification processing, maintaining occupancy standards, answering phones, file maintenance, resident communications, managing the waiting list and processing reasonable accommodation requests. The ideal candidate should have a proven track record in Section 8 compliance, possess impeccable customer service skills, strong communication skills, both verbal and written, and a professional demeanor at all times. A minimum of three years of experience in property management and a professional certification such as Certified Occupancy Specialist are required. Attention to detail and ability to work independently and under deadlines is necessary. Must be proficient in MS Office, HUD EIV/TRACS, HOTMA and MOR requirements.

The ideal candidate would be bilingual (Spanish/English), have working knowledge of the Section 8 policies and procedures as listed in the HUD 4350.

Minimum of Associates Degree and/or applicable experience with working knowledge of HUD affordability programs.

**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 resumes to [ntaresumes@gmail.com](mailto:ntaresumes@gmail.com) or Kristina Bradley at [Kbradley@hallkeen.com](mailto:Kbradley@hallkeen.com)**