



Job Title: Assistant Property Manager

Location: One Custom House Square New Bedford, MA 02740

Hours: Full Time

Job Description:

HallKeen Management, is seeking a qualified, motivated, and experienced Assistant Property Manager with affordable housing experience to oversee initial lease-up and daily operations of newly constructed 45-unit affordable community in New Bedford, MA. The candidate must possess experience in Affordable Housing (Low Income Housing Tax Credit (LIHTC) program, HOME program), including HUD-Section 8 policies and procedures, staff supervision, budgeting, variance reporting, regulatory reporting, with an emphasis on marketing, tenant relation and retention.

Responsible for assisting overall care and maintenance of the properties, including lease-up, initial and annual income certifications, budget preparation and management of the site office, maintenance supervision, and subcontractors. The ideal candidate will have solid property management, be highly organized and detail oriented, and be able to multi task. Position reports to the Property Manager. Dedication to providing a high-quality living environment is a must.

Position responsibilities include, but not limited to (oversight of and hands on involvement):

- Update, organize and maintain all resident and maintenance files.
- Collect and post rents and make daily deposits.
- Enforce rent collection policy.
- Update, maintain and prepare weekly and quarterly reports and submit to regional manager and corporate office.
- Strategize, develop, and implement marketing plan to reach target markets and ensure maximum occupancy including initial lease-up of the community.
- Review and ensure proper processing of all rental applications.
- Oversight of initial and annual income certifications on Tax Credit households.
- Supervise site staff and inspect all staff work and provide direction.
- Coordinate staff schedules.
- Prepare budgets, and complete budget projections monthly.
- Ensure 100% compliance with all Fair Housing regulations.
- Conduct annual apartment inspections and completely document and correct deficiencies.
- Prepare and submit monthly, quarterly, and annual reports to maintain compliance with the LIHTC program.

Qualified candidates should have a minimum of 3 years residential property management experience or equivalent, ARM (Accredited Resident Manager) designation or equivalent industry designations a plus. Candidate must possess previous experience with Affordable Housing programs including Low Income Housing Tax Credit (LIHTC). Working knowledge of Microsoft Office with emphasis on Excel and knowledge of OneSite software is a plus. Minimum of Associates Degree and/or applicable experience with working knowledge of HUD or LIHTC affordability programs.

Benefits:

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 edesousa@hallkeen.com