

HALLKEEN MANAGEMENT

Job Title: Property Manager - Low Income Housing Tax Credit Property

Location: Palmetto Park Apartments Clearwater, FL 33755

Hours: Full Time

Job Description:

HallKeen Management is currently looking for an experienced Property Manager with a minimum of 5 years' property management experience. Candidate must be familiar with the Onsite Property Management Software and have previous Low Income Housing Tax Credit experience. Priority will be given to all candidates that hold the HCCP and COS Certification Designations. We are looking for a hardworking, hands-on and team-oriented individual.

Summary of Responsibilities:

- Overall property performance, to include compliance and reporting and being involved in problem solving/making decisions
- Creating and delivering timely and accurate budgets and financial and operational performance reports
- Managing the financial performance of the property in accordance with the established budget
- Overseeing and ensuring company and affordable housing program compliance
- Inspiring the team to effectively execute rentals, marketing and operational activities that achieve budgeted occupancy and resident retention goals
- Coaching, motivating and providing team members with opportunities to develop their skills
- Proactively manage the performance of all team members through reviews and constructive feedback
- Florida Brokers License Preferred
- Bilingual is preferred

If you are interested in applying or know someone to refer for the position, please e-mail resume to April Polimeni at APolimeni@hallkeen.com