



Job Title: Assistant Property Manager

Location: Pine Oaks Village 1, 2, & 3 Harwich, MA 02645

Hours: Full Time / 40 hours per week

Job Description:

HK Management is seeking a motivated and detail-oriented Assistant Manager for a 164-unit affordable elderly housing community (HUD Section 8). The ideal candidate will have experience in the daily operations of an affordable housing community, demonstrate strong customer service skills, and bring a positive, professional approach. A genuine interest in learning, along with the ability to contribute to a collaborative team environment, is essential.

Duties and responsibilities:

Assistant Manager, your primary responsibilities include:

- Provide daily front office support, including answering phones, greeting visitors, and assisting residents with professionalism and strong customer service
- Interview applicants and residents to determine eligibility in accordance with HUD guidelines, and verify income and assets in compliance with all regulatory requirements
- Maintain accurate, well-organized resident files and ensure compliance with Fair Housing regulations and program requirements
- Manage rent collections, enter and track service requests in the property management system, and support general administrative functions
- Coordinate with maintenance to support timely unit readiness, lease-ups, and ongoing property needs
- Assist with annual apartment inspections, ensuring deficiencies are properly documented and addressed
- Provide support to daily property operations as needed, including during times when the Property Manager is unavailable
- Engage in ongoing training opportunities and obtain/maintain relevant certifications to support continued professional growth and compliance

Candidates must be organized, highly detail oriented, should be able to perform and prioritize multiple projects in a busy office; should have effective written and oral communication skills, and a professional and positive solution-based attitude. Must be proficient in Word, Excel and have the ability to use email and internet. Prior experience in property management and/or HUD policies and procedures is a plus along with Real Page/One Site Software.

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 resume to Jessica Beckman JessicaBeckman@hallkeen.com