

HALLKEEN MANAGEMENT

Job Title: Assistant Property Manager - LIHTC Low Income Housing Property

Location: The Pines at Carolina - Pineville, NC 28134

Hours: Full Time

Job Description:

HallKeen Management is currently looking for an experienced Assistant Property Manager with a minimum of 3 years' property management experience. Candidate must be familiar with **Onesite** property management software and have previous 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 who can assist the Property Manager with the day to day operations. And someone with a can-do attitude!

Responsible for assisting the community's Property Manager in achieving pre-determined goals and objectives. Follows company policy and ensures compliance with all applicable regulations in the proper maintenance, execution and distribution of records pertaining to occupancy, income and expenses.

Responsibilities:

- Handles resident complaints in a prompt, courteous and efficient manner
- Record notices to vacate; interview resident to determine reason for vacating
- Verify applications and process with accuracy and closely work with compliance department.
- Input move-in and move-outs and relevant charges in Onesite
- Prepare lease renewal and rental increase notices to be reviewed by Property Manager
- Aid in leasing activities and resident relations
- Answer telephone while maintaining courteous and helpful attitude to residents and prospects
- Follow management procedures as directed
- In the absence of the Property Manager, may supervise team.
- Other duties as will be assigned by Manager

Responsible for Rent collections including but not limited to:

- Accept rental payments and follow-up on delinquencies
- Resolve all accounting discrepancies as soon as possible

We offer a competitive pay and benefits package to include medical, dental, vision, life insurance, long and short-term disability, 401(k), paid time off.

If you are looking for a rewarding career opportunity with an amazing Property Management organization, we'd like to hear from you!

If you are interested in applying or know someone to refer for the position please e-mail resume to Danielle Boone at dboone@hallkeen.com