



Job Title: Assistant Property Manager

Location: River Lofts 250 Water Street Williamstown, MA 01267

Hours: Full time-40 Hours

Pay Rate: \$25. to \$28. DOE Per hour

Job Description:

HallKeen Management Company is looking for a detail-oriented Assistant Property Manager for a 54-unit Low Income Housing Tax Credit/HOME and Market Rate community located in Williamstown, MA. This position assists and supports the Property Manager and oversees the affordable programs for the community.

Responsibilities:

The primary responsibilities of this position are to conduct all initial, interim and annual certifications, maintain compliance with the subsidy programs and assist the Property Manager in all aspects of management for the community.

Other responsibilities include, but not limited to:

- Assist the Property Manager in the day-to-day operations of the property
- Maintain accurate resident files, lease records, and property documentation
- Prepare and distribute resident correspondence, notices, and communications
- Assist with move-in and move-out processes including inspections and documentation
- Answer phones, respond to emails, and greet residents and visitors professionally
- Collect and post rent payments; support delinquency follow-up
- Maintain office organization and supply inventory.
- Process invoices and purchase orders as directed by the Property Manager
- Assist with leasing activities including showing units and processing applications
- Maintain an accurate and up-to-date waitlist
- Follow up with prospective residents and maintain leasing traffic records
- Coordinate maintenance requests and ensure timely completion
- Provide excellent customer service to residents and prospects
- Support compliance with Fair Housing and program requirements

Requirements:

Qualified candidates must have a minimum of 2+ year's residential property management experience or equivalent, Knowledge of HUD and Tax Credit policies and procedures, C3P (Tax Credit Specialist) and COS (Certified Occupancy Specialist) designations a plus. Candidate must have strong verbal and written communication skills, ability to adapt to a fast-paced environment, ability to multi task and work independently with attention to detail, and have strong organizational skills. Must be proficient in Microsoft Word, OneSite, Outlook and Excel. RealPage, OneSite experience a plus.

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 Maribel Batista at MBatista@Hallkeen.com