



**Job Title: Assistant Property Manager**

**Location: Ships Cove, Fall River, MA 02721**

**Hours: Full time-40 Hours**

**Assistant Property Manager Job Description:**

HallKeen Management is seeking a qualified, motivated and experienced Assistant Manager with affordable housing experience to complete certifications and recertifications at a 201 unit Section 8 and LIHTC property. The candidate should possess experience with Affordable Housing voucher preparation, waitlist management, HUD policies and procedures, TRACS transmissions, recertification process, and regulatory reporting.

**Responsibilities:**

The primary responsibility of this position is to offer assistance to the Property Manager in all functions of the property. This role will involve completing Section 8 and LIHTC recerts, completing delinquency reports, rent collections and follow up as well as other administrative work.

Additional job responsibilities include but are not limited to;

- Qualifies and leases apartments in accordance to Fair Housing Guidelines. Assists in the review and /or processing of rental applications, lease forms, and reports to ensue they are properly completed according to property guidelines.
- Assist Property Manager in resident retention and problem resolution with residents.
- Assist with rent collection and ensures deposits, recording of rent and reports are completed in a timely manner.
- Assist in scheduling and recording all maintenance requests.
- Perform all move-in and move out inspections to ensure the highest standards are maintained on the property.
- Maintain property files, records, and reports.

**Qualifications:**

The ideal candidate will poses impeccable customer service skill, is energetic and enjoys working in a busy, fast paced office. The ideal candidate should possess strong communication skills, and a professional demeanor at all times. Attention to detail and ability to work independently on assignments is necessary. The office is consistently busy and requires the candidate to multitask and prioritize work. Must be proficient in MS Office, particularly excel; and general letter writing is also required. Candidate must posses 3+ years experience in Property Management. Affordable Housing experience is required.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long 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 tot Charlotte Lewis at [clewis@hallkeen.com](mailto:clewis@hallkeen.com)**