



Job Title: Property Manager

Location: Ships Cove Apartments, 130 Canal Street, Fall River, Ma 02721

Hours: Full-time

Job Description:

HallKeen Management is seeking an individual for the position of Property Manager to manage a 201 unit LIHTC and project-based Section 8 family community in Fall River, MA. The Property Manager is responsible for overall care and maintenance of the property and its residents, including overseeing and completing annual certifications, budget preparation and management of the site staff and subcontractors. The ideal candidate will have solid property management and supervisory experience, be detail oriented, be knowledgeable of Section 8 and LIHTC program requirements, EIV, TRACS, financial reporting, as well as have excellent written and verbal communication skills.

Requirements:

Bachelor's degree and/or equivalent property management experience with proven supervisory capabilities and proven administrative skills.

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 Charlotte Lewis at clewis@HallKeen.com