



Job Title: Assistant Property Manager

Location: Simpkin School South Yarmouth, MA 02664

Hours: Part Time / 24 hours per week

Job Description:

HallKeen Management Company is looking for an Assistant Property Manager at an affordable Low Income Housing Tax Credit apartment community in South Yarmouth, Massachusetts. Responsibilities will include interviewing residents and applicants to help prepare initial, annual and interim recertifications, answering telephones and greeting visitors; interfacing on a daily basis with residents, taking and logging of service requests in computerized resident management system, collecting and processing rent checks, maintaining resident and apartment files, and other general management and administrative duties.

Candidate 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 demeanor. Must be proficient in Word, Excel and have the ability to use email and internet. Prior experience in the property management and/or LIHTC affordable housing field is a plus along with Real Page/One Site Software.

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