



**Job Title: Property Manager**

**Location: St. Mary's East Hartford, CT 06108**

**Hours: 30 hours a week**

**Job Description:**

HallKeen Management has an opening for a part-time Property Manager at St. Mary's Apartments consisting of 56 units of Section 8 Apartments. Duties include, but not limited to: collecting and depositing rent, TRACS transmissions, recertification process, marketing, staff supervision, budgeting, variance reporting, regulatory reporting, etc., with an emphasis on tenant relations and retention.

The ideal candidate would possess a bachelor's degrees, 3 years' experience in an similar position, impeccable customer service skills, strong written and verbal communications and a professional demeanor at all times. Spanish speaking preferred, but not required.

The position is responsible for overall care and maintenance of the properties, including annual certifications and management of the site office, site staff, and subcontractors.

Attention to detail and ability to work independently and with staff on assignments is necessary. Must be proficient in Microsoft Office, Word/Excel and general letter writing. The ideal candidate would have working knowledge of HUD subsidy programs and recertification preparation.

**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 Kelley Marchand at [KMarchand@hallkeen.com](mailto:KMarchand@hallkeen.com) or Charlotte Lewis at [CLewis@hallkeen.com](mailto:CLewis@hallkeen.com)**