

## **HALLKEEN MANAGEMENT**

**Job Title:** Assistant Property Manager

**Location:** Summerfield Townhouses, E. Hartford, CT 06118

**Hours:** Full-time (40 hours)

### **Job Description:**

HallKeen Management seeks a qualified, motivated and experienced Assistant Property Manager for a 396 unit property consisting of Section 8, Low Income Housing Tax Credit (LIHTC) and Market affordable rentals on 22 acres in East Hartford, Connecticut. We are looking for a bright, energetic individual who enjoys becoming involved in a team-based supportive atmosphere.

The primary responsibility of this position is to assist the Property Manager in all aspects of management for the 396 units to insure for all residents in full compliance with HUD regulations. The ideal candidate should possess impeccable customer service skills, strong communication skills-verbal and written; marketing skills; and a professional demeanor at all times. Attention to detail and ability to work independently on assignments is necessary. Must be proficient in MS Office, HUD EIV/TRACS and HUD MOR requirements. Applicant will need to have the ability to walk property to conduct inspection as needed.

Prior property management experience is preferred. Ideal candidate would be bilingual (Spanish/English), have working knowledge of the Section 8, Low Income Housing Tax Credit (LIHTC) programs and Section 8 voucher preparation, HUD policies and procedures as listed in the HUD 4350.

Minimum of Associates Degree and/or applicable work experience with working knowledge of HUD programs.

If you are interested in applying or know someone to refer for the position please e-mail resume to [pmurray@hallkeen.com](mailto:pmurray@hallkeen.com)