



**Job Title: Assistant Property Manager**

**Location: Ten 05 West Trade Charlotte, NC 28202**

**Hours: Full-time**

**Job Description:**

HallKeen Management is seeking a qualified, motivated and experienced Full-time Assistant Property Manager to assist in overseeing operations of a 100+ apartments, located near Charlotte, North Carolina. The ideal candidate will possess outstanding customer service skills and enjoy becoming involved in a variety of tasks in a team-based supportive atmosphere. Pay Rate: \$20.- \$25. per hour

**Duties and Responsibilities:**

The primary responsibility of this position is to assist the Property Manager in all aspects of management. The property is a mix of LIHTC and market rate apartments. The ideal candidate should possess strong communication skills, both verbal and written, as well as excellent marketing skills and demonstrate a professional demeanor at all times.

Attention to detail and ability to work independently on assignments is necessary. Must be proficient in MS Office, particularly excel; and general letter writing is also required. Company is seeking and responsible individual to join a dynamic company.

The ideal candidate should have experience in the property management field including Low Income Housing Credit (LIHTC) program, HUD policies and procedures, and some knowledge of subsidized housing programs.

**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 [Lashandadavis@hallkeen.com](mailto:Lashandadavis@hallkeen.com)**