



Job Title: Assistant Property Manager

Location: Villa Nueva Vista Springfield, MA 01107

Hours: Full-time

Job Description:

HallKeen Management is currently seeking a dedicated Assistant Property Manager for a full-time position at our 110-unit Project Based Section 8 property located in downtown Springfield.

Primary Responsibilities:

As the Assistant Property Manager, your main responsibilities will involve answering phones, handling visitors and resident traffic in accordance with Fair Housing Laws, assisting with leasing and screening prospects, providing quality service to residents and clients, organizing resident and maintenance files, processing rents and subsidies, conducting annual recertifications in accordance with HUD regulations, maintaining waiting lists, tracking service requests, and assisting in overseeing property maintenance.

Requirements:

- Demonstrated administrative skills.
- Proficiency in Microsoft Word, OneSite, Outlook, and Excel.
- Minimum of 3 years' experience in residential property management.
- COS and/or equivalent HUD designation preferred.
- Excellent written and verbal communication skills.
- Detail-oriented with the ability to work independently and collaboratively.
- Must be bilingual and proficient in both English and Spanish, possessing strong reading, writing, and speaking skills in both languages.

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 Charlotte Lewis at CLewis@hallkeen.com