



Job Title: Assistant Property Manager – Temporary Position

Location: Willow Trace Plainville, MA 02762

Hours: Full Time Temporary 7 – 8 Months

Job Description:

Norwood-based Real Estate Management Company seeks a qualified, motivated and experienced Assistant Property Manager to assist in overseeing operations of a property located in Plainville, MA. The property is Market Rate and has an affordable component, the LIHTC program. We are looking for a bright, energetic individual, with both a market rate and affordable background, who has the ability to multi-task, strategize and enjoys becoming involved in a variety of tasks in a team-based supportive atmosphere.

Responsibilities:

The primary responsibilities of this position are to lease apartments, conduct initial and annual certifications, maintain compliance with the affordable programs and assist the Property Manager in all aspects of management for the communities. Other responsibilities include, but not limited to:

- Answer phones, handle visitors and resident traffic in a professional manner and in accordance to all Fair Housing Laws
- Assist with leasing and screening of prospects. Prepare paperwork for move-ins in a timely manner and in accordance with the property's housing regulations and HallKeen's Policies
- Foster and ensure quality based and professional service to residents and clients alike
- Update, organize and maintain all resident and maintenance files
- Collection and processing of rents and subsidy; enforce rent collection policy
- Process Invoices
- Conduct Annual Recertification's according to regulations and in a timely manner
- Maintain waiting list
- Produce and track service requests accordingly
- Assist in overseeing Maintenance of the property

Requirements:

Qualified candidates must have a minimum of 2+ year's residential property management experience or equivalent, knowledge of HUD/LIHTC policies and procedures, ARM (Accredited Resident Manager), COS (Certified Occupancy Specialist) and C³P designations a plus. Candidate must have strong verbal and written communication skills, ability to adapt to a fast-paced environment, ability to multi task and work independently with attention to detail, and have strong organizational skills. Must be proficient in Microsoft Word, OneSite, Outlook and Excel.

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