



Job Title: Assistant Property Manager

Location: Woods at Wareham, Wareham, MA 02571

Hours: Full Time, 40 Hours per Week

Pay Rate: Starting at approximately \$28.00/hour (commensurate with experience)

Job Description:

HK Management is seeking a motivated and organized Assistant Property Manager to support the daily operations of a 100-unit family affordable housing community in Wareham, MA. The ideal candidate will have working knowledge of the HUD Section 8 program and strong administrative skills. This position reports to the Property Manager and is an integral part of the on-site management team.

Responsibilities:

- Assist with daily operations of the property, including resident relations and office management
- Interview applicants and residents and prepare move in's and, annual recertifications
- Waiting list management
- Update and maintain certificate of insurance for all vendors
- Answer telephones, greet visitors, and provide excellent customer service
- Maintain resident and apartment files in a computerized management system and paper filing systems.
- Log and track maintenance/service requests and enter appliance replacement info into Real Page
- Process accounts payable and support general administrative functions
- Support marketing, leasing, and resident retention efforts

Qualifications & Requirements:

- Experience in property management and affordable housing (HUD Section 8) required
- Strong organizational skills with the ability to prioritize multiple tasks in a busy office environment
- Excellent interpersonal, written, and verbal communication skills
- Professional demeanor and strong resident service orientation
- Ability to work independently and as part of a team
- Proficiency in Microsoft Word, Excel, email, and internet-based systems
- Experience with RealPage/OneSite software
- Demonstrated experience working with diverse populations

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.

APPLY NOW