



Assistant Property Manager – Affordable Housing

Location: Woods at Wareham | Wareham, MA 02571

Schedule: Full-Time | 40 Hours per Week

Pay Rate: \$28.00 per hour, commensurate with experience

Join the HallKeen Management Team!

HallKeen Management is seeking a motivated, detail-oriented, and customer-focused Assistant Property Manager to join our team at Woods at Wareham, a 100-unit affordable housing community in Wareham, Massachusetts.

This is an excellent opportunity for a property management professional who enjoys working with people, thrives in a collaborative environment, and is looking to grow their career with an established property management company.

The ideal candidate will possess strong organizational, administrative, and communication skills, along with a commitment to providing exceptional resident service. Experience with HUD Section 8 housing programs is strongly preferred; however, candidates with transferable affordable housing experience are encouraged to apply.

Working closely with the Property Manager, the Assistant Property Manager will play an important role in supporting daily operations, maintaining regulatory compliance, assisting residents, and contributing to the overall success of the community.

Key Responsibilities

- Assist the Property Manager with daily property operations and administrative functions.
- Provide exceptional customer service and maintain positive resident relationships.
- Assist with leasing activities, applications and move-ins.
- Conduct HUD Section 8 move-ins, including income verification and compliance documentation.
- Process all accounts payable.
- Maintain accurate resident files and ensure compliance with applicable affordable housing regulations.
- Coordinate with maintenance personnel to address resident requests and property needs.
- Support the Property Manager in maintaining occupancy goals and ensuring efficient property operations.

Qualifications

- Previous experience in affordable housing.
- HUD Section 8 experience.
- Strong organizational skills with excellent attention to detail.
- Excellent written and verbal communication skills.
- Ability to multitask, prioritize responsibilities, and meet deadlines.
- Proficiency with Microsoft Office and the ability to learn property management software.
- Strong problem-solving skills and the ability to work independently and collaboratively.
- A professional, positive attitude and a commitment to teamwork and resident satisfaction.

Why Join HallKeen Management?

- Competitive compensation based on experience
- Comprehensive benefits package
- Opportunities for professional development and career advancement
- Supportive and collaborative team environment
- The opportunity to make a meaningful difference in the lives of residents

Ready to Take the Next Step in Your Career?

If you're passionate about property management, enjoy helping people, and are looking for an opportunity to grow professionally, we would love to hear from you!

Apply today and become part of the HallKeen Management team!

HallKeen Management is an Equal Opportunity Employer.

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