

# HK||HallKeen

**Job Title: Assistant Property Manager**

**Location: Woods at Wareham, Wareham, MA 02571**

**Hours: Full Time, 40 Hours per Week**

**Compensation: Hourly rate starting at approximately \$25.00/hour DOE**

## **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.

## **Key Responsibilities:**

- Assist with daily operations of the property, including resident relations and office management
- Interview applicants and residents and prepare initial, annual, and interim recertifications
- Waiting list management
- Answer telephones, greet visitors, and provide excellent customer service
- Collect and process rent payments
- Maintain resident and apartment files in a computerized management system
- Log and track maintenance/service requests
- Process accounts payable and support general administrative functions
- Support marketing, leasing, and resident retention efforts

## **Qualifications & Requirements:**

- Experience in property management and/or 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.

**If you are interested in applying or know someone to refer for the position, please e-mail resume to Jodi Beckman at [JMBeckman@hallkeen.com](mailto:JMBeckman@hallkeen.com)**