

## **HALLKEEN MANAGEMENT**

**Job Title:** Assistant Property Manager

**Location:** Chelsea, MA 02150

**Hours:** Full-time

### **Job Description:**

Norwood based Real Estate Management Company seeks a qualified, motivated and experienced assistant property manager to assist in overseeing operations of three properties located in Chelsea, MA. The property is Market Rate and has an affordable component, the LIHTC program and HOME Program. We are looking for a bright, energetic individual, with an extensive subsidy market rate 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 conduct all initial and annual certifications, maintain compliance with the subsidy programs and assist the Property Manager in all aspects of management for the communities. Other responsibilities include, but not limited to:

- Update, organize and maintain all resident and maintenance files.
- Collection and processing of rents and subsidy.
- Enforce rent collection policy.
- Processing Invoices.
- Maintaining affordable housing compliance for LIHTC and HOME Program
- Conduct Annual Recertification's according to regulations and in a timely manner.
- Maintain waiting list
- Assist with leasing and screening of prospects. Prepare paperwork for move-ins in a timely manner and in accordance with the properties housing regulations and HallKeen's Policies.
- Foster and ensure quality based and professional service to residents and clients alike.
- Answer phones, handle visitors and resident traffic in a professional manner and in accordance to all Fair Housing Laws.
- 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 C<sup>3</sup>P 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.

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