

HALLKEEN MANAGEMENT

Job Title: Assistant Property Manager

Location: Oak Hill Apartments - Pittsfield, MA 01201
Cable Mills - Williamstown, MA 01267

Hours: Full-time, Hourly

Job Description:

HallKeen Management, a professional management company seeks a qualified, motivated and experienced assistant property manager to assist with operations of two HallKeen Mgmt. apartment communities located in Williamstown & Pittsfield MA, consisting of a 60 unit luxury market community located in Williamstown, MA as well as a 61 unit multi-family community located in Pittsfield, Ma. We are looking for a positive, enthusiastic individual who can work with the residents of these two communities as well as maintain positive relationships with area agencies such as Public Housing Authorities and affiliated state agencies.

You should have solid multi-tasking abilities, strong communication skills, both verbal and written. Attention to detail and ability to work independently on assignments is necessary. Must be proficient in MS Office and property management software experience is preferred.

Experience in the LIHTC Program is preferred. COS and C3P Certification is ideal.

Hallkeen is a professional management company that manages over 90 properties from Maine to Florida and provides room for career growth. Hallkeen also provides health benefits, including vision and dental. Other benefits such as paid vacation and 401K are also provided.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Brenda Iacuesssa at 413-884-6942 or biacuesssa@hallkeen.com