

HALLKEEN MANAGEMENT

Job Title: Assistant Property Manager

Location: Durham, NC 27701

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 a 151 unit property for seniors consisting of Section 8 in Durham, NC. We are looking for a bright, energetic individual who enjoys becoming involved in a variety of tasks in a team-based supportive atmosphere.

Responsibilities:

The primary responsibility of this position is to assist the Area Manager in all aspects of management for the 151 units including but not limited to processing move-in applications and coding invoices. The ideal candidate should possess impeccable customer service skills, strong communication skills-verbal and written; marketing skills; and a professional demeanor at all times. Attention to detail and ability to work independently on assignments with little supervision is necessary. Must be proficient in MS Office, particularly excel; and general letter writing is also required.

Requirements:

Qualified candidates must have a minimum of 2+ year's residential property management experience or equivalent, Knowledge of HUD policies and procedures, ARM (Accredited Resident Manager), and COS (Certified Occupancy Specialist) 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. Candidate should have management experience with working knowledge of Microsoft Office and One-Site.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Tenesha Bullock (919) 688-9072 or tbullock@hallkeen.com