

HALLKEEN MANAGEMENT

Job Title: Property Manager

Location: Chelsea, MA / Watertown, MA

Hours: Full-time

Job Description:

HallKeen Management is seeking a motivated, dynamic leader with strong experience in Property Management to oversee the operational and financial performance of four scattered site properties consisting of 149 apartments north of Boston, and 38 apartments in Watertown, MA. The communities are conventional market, mixed-income, and low-income housing tax credit.

In this role you will showcase your extraordinary skills by creating an environment of team work, customer service, accountability and brand recognition.

You are:

- A go-getter
- Confident and experienced
- Upbeat and positive
- A team-player
- A multi-tasker
- A wearer of multiple hats
- A great communicator
- Computer savvy
- Organized
- Dedicated

If this sounds like you, then we encourage you to apply!

This candidate must be experienced in affordable (LIHTC & Home) and market rate property management, staff supervision, budgeting and variance reporting, with an emphasis on tenant relations and retention. This candidate will be responsible for overall care and maintenance of the properties and the residents. Dedication to providing a high quality living environment is a must. Position reports to the Regional Manager.

Position responsibilities include, but not limited to:

- Analyze current marketing strategies and offer thorough insight
- Communicate with owners on a regular basis
- Confidently lead meetings
- Create a welcoming environment for residents and staff
- Update, organize and maintain all resident and maintenance files.
- Collect rents and make daily deposits.
- Enforce rent collection policy.
- Update, maintain and prepare various daily, weekly and quarterly reports and submit to regional manager and corporate office.
- Strategize, develop and implement marketing plan to reach target markets and ensure maximum occupancy.
- Review and process all rental applications.

- Review applications for income eligibility for the LIHTC program as well as conduct annual recertifications of existing residents to insure ongoing compliance with the LIHTC program.
- Prepare annual LIHTC compliance reports and participate in periodic regulatory audits.
- Supervise all site staff and inspect all staff work and provide direction/mentorship.
- Coordinate staff schedules.
- Prepare annual budgets and meet or exceed budgeted lease renewal percentages on quarterly basis.
- Ensure 100% compliance with all Fair Housing regulations.
- Conduct annual apartment inspections and completely document and correct deficiencies.

Requirements:

Qualified candidates must have a minimum of 3+ year's residential property management experience or equivalent, ARM (Accredited Resident Manager) and C³P 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 able to motivate and lead a team. 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 Yuan at Kyuan@hallkeen.com