

HALLKEEN MANAGEMENT

Job Title: Property Manager

Location: Norwalk, CT 06850 and Stamford, CT 06902

Hours: 40 hours a week

Job Description:

HallKeen Management has an opening for a full-time Property Manager for combined sites consisting of Leonard Street Apartments in Norwalk, CT, (52 units) Eleanor Roosevelt (48 units) & Liberty Street Apartments (12 units) in Stamford CT. The properties are Project Based Section 8, elderly/disabled and consist of 112 apartments. Duties include, but not limited to: collecting and depositing rent, TRACS transmissions, recertification process, marketing, staff supervision, budgeting, variance reporting, regulatory reporting, etc., with an emphasis on tenant relations and retention.

The ideal candidate would possess impeccable customer service skills, strong written and verbal communications and a professional demeanor at all times. Spanish speaking preferred, but not required.

The position is responsible for overall care and maintenance of the properties, including annual certifications and management of the site office, site staff, and subcontractors.

Attention to detail and ability to work independently and with staff on assignments is necessary. Must be proficient in Microsoft Office, Word/Excel and general letter writing. The ideal candidate would have working knowledge of HUD subsidy programs and recertification preparation.

If you are interested in applying or know someone to refer for the position please e-mail resume to kmarchand@hallkeen.com