

## **HALLKEEN MANAGEMENT**

### **Job Posting**

**Job Title:** Property Manager

**Location:** Pine Oaks Village I & II, Harwich, MA

**Hours:** Full-Time

#### **Job Description:**

HallKeen Management seeks a qualified, motivated and experienced Property Manager to oversee operations of a 60 unit Project Based Section 8 elderly community and a 38 USDA Rural Development elderly and disabled community. We are looking for a bright, energetic individual who enjoys becoming involved in a variety of tasks in a team based supportive atmosphere.

The ideal candidate will possess solid property management experience specializing in affordable housing; HUD policies and procedures, Section 8 voucher preparation, TRACS and MINC transmissions, Rural Development Program, recertification process, marketing, staff supervision, budgeting, variance reporting, regulatory reporting, etc., with an emphasis on resident relations and retention.

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

The ideal candidate will also possess strong supervisory skills, 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 is necessary. Must be proficient in MS Office, particularly excel and have property management software experience.

Five years prior HUD property management experience is required. The ideal candidate must have working knowledge of HUD subsidy programs, voucher preparation, and HUD policies and procedures.

Minimum Bachelor's Degree and/or applicable work experience. COS Certification preferred.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Megan Thomopoulos at 781.915.3158 or [mthomopoulos@hallkeen.com](mailto:mthomopoulos@hallkeen.com)**