

## **HALLKEEN MANAGEMENT**

**Job Title:**                    **Property Manager**

**Location:**                    **Ships Cove, Fall River, MA 02721**

**Hours:**                        **Full-time**

### **Job Description:**

HallKeen Management is seeking an individual for the position of Property Manager to manage a 201 unit LIHTC and project-based Section 8 family community in Fall River, MA. The Property Manager is responsible for overall care and maintenance of the property and its residents, including overseeing and completing annual certifications, budget preparation and management of the site staff and subcontractors. The ideal candidate will have solid property management and supervisory experience, be detail oriented, be knowledgeable of Section 8 and LIHTC program requirements, EIV, TRACS, financial reporting, as well as have excellent written and verbal communication skills.

Requirements:

Bachelor's degree and/or equivalent property management experience with proven supervisory capabilities and proven administrative skills.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Donna DeRose at 781-915-3159 or [Dderose@hallkeen.com](mailto:Dderose@hallkeen.com)