

**Assistant Property Manager - Old Colony Homes - Boston, MA**

**Bilingual in English and Spanish Strongly Preferred**

Old Colony Homes is a large and busy affordable housing community in South Boston, with a mix of townhomes and midrise towers, serving families and seniors.  Our next Assistant Property Manager will have initial and recertification experience with Public Housing, Project Based Vouchers, Project Based Section 8, or Low Income Housing Tax Credits.

**General Statement of Duties:**  Assists the Property Manager in fiscal planning, staff supervision, physical property management, rent collection, resident relations, and directly oversees the occupancy and recertification process.    
  
**Supervision Received:**  Reports to Property Manager.  
**Supervision Exercised:**  Supervises direct reports as assigned.

**FLSA:**   Non-Exempt

**Essential Functions of the Position**:  *(Any one position may not include all of the duties listed, nor do the listed examples include all duties that may be found in positions of this class.)*

* Fosters a positive, active and collaborative relationship with residents, communities and associated agencies.
* Enforces and adheres to company policies, rules and regulations.
* Assists in supervising maintenance, security, landscaping, and cleaning departments when necessary and at the direction of the Property Manager
* Assists the Property Manager and Maintenance Supervisor with supervising contractors and vendors utilized to provide services at the property
* Responds to telephone and on-site inquiries.
* Assists with rent collection efforts by reviewing or posting rent receipts and performing resident outreach including mailing notices.
* Assists with reviewing inventory and maintenance purchases as needed.
* Assists with and conducts apartment and property inspections.
* Assists in writing service orders and maintaining service order logs.
* Assists in coordinating turnover schedules with maintenance supervisor alongside the Property Manager.
* Assists Property Manager in budget preparation and financial management.

**Minimum Qualifications**

**Education:**High School diploma required; Associates or bachelor’s degree preferred.

**Experience:**One year of property management or related work experience preferred. Designated certifications where required for property type.

**Benefits Offered:**

At the core of Beacon Communities is the talent on our teams, and we are committed to taking care of our team members so they can deliver great experiences to our residents. That is why we are proud to provide competitive compensation and comprehensive benefits that support a healthy life for you and your family when you join our team.

As a regular, full time employee at Beacon you can expect:

* **Health & Wellness Benefits.** We offer plans for quality medical, dental, and vision coverage to all employees regularly scheduled to work a minimum of 24 hours or more per week. HSA/FSA options are also available.
* **Work-Life Balance.** On top of offering 13 paid holidays per year, we have an attractive paid time off policy that includes vacation days, personal days, sick time, wellness days, summer flex time, volunteer days and early close Fridays.
* **Retirement planning.** We offer a 401k program with a company match.
* **100% Company-Paid Life Insurance.** With affordable options to elect voluntary life, critical illness, hospital care or accidental injury coverage.
* **Access to an Employee Assistance Program (EAP),Childcare & Eldercare Support, Career Development and Advancement Opportunities**… and more!

Apply here:

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