

Harbor Management is seeking a qualified, motivated and experienced **Assistant Property Manager** for an elderly/affordable housing property in Lynn, MA. The ideal candidate will have experience in Section 8/Affordable Housing and have EIV experience and have their COS (Certified Occupancy Specialist) certification.

Your Responsibilities:

The primary responsibility of this position is to assist the Property Manager in maintaining the physical asset and maximizing the financial returns from that asset in accordance with the owner's objectives. The Assistant Property Manager will also be responsible for assisting in supervising and developing all on-site personnel. You will assist Property Manager with special projects and administrative tasks and ensure staff compliance with company policies and procedures. Ensures staff performance of duties on a timely basis.

Duties include, but are not limited to: Assists in supervision of maintenance staff, including maintenance supervisor and any contract workers; Assists in supervising scheduling of maintenance work; Maintains rotating schedule of personnel for emergency maintenance; Makes regular follow-up inspections on maintenance work; Makes regular inspections of grounds, including all common hallways; Supervises all vacant apartment make-ready procedures; Make recommendations for physical repairs, replacements, and/or improvements; Makes recommendations for supplies, materials, and equipment; Recommends expenditures, within budget allocations; Evaluates maintenance operations periodically to determine cost efficiency.

Your Qualifications:

- 1-2 years property management experience that includes HUD Section 8 and COS certification
- Excellent organizational skills
- Strong financial, marketing, supervisory and resident relations skills
- Solid computer and communications skills
- Ability to communicate effectively, both verbally and in writing
- Ability to take initiative and be self-motivated
- Proficient in Microsoft Word, Excel and Boston Post or similar property management software
- Bilingual English/Spanish preferred

Competitive salary and benefit package that includes a generous amount of paid holidays, PTO, health/dental insurance, 401K plan, EAP (Employee Assistance Program). Pre-employment background check & drug test required.

Interested candidates should send a resume and cover letter to Reneé Hamman at rhamman@harbormgmt.com.

Harbor Management is an Equal Opportunity Employer.