

ASSISTANT PROPERTY MANAGER

APT Management Inc, is currently hiring an experienced full-time Assistant Property Manager for our Beverly, MA property. The Assistant Property Manager reports to the Property Manager and assists in the daily administrative tasks of the properties.

This position is ideal for a candidate with at least two years of prior property management experience including section 8, excellent customer service and administrative skills that is looking to grow their skills and is interested in a career in Property Management. Other requirements of the job include:

- Minimum of two to three years experience preferred
- Proficient in Microsoft Office
- Prior section 8 experience
- Strong communication skills-written and verbal
- Strong organizational skills and attention to detail
- Has a courteous and professional demeanor

The Company has a mandatory background check and offers a competitive benefits package that includes Medical, Dental, Vision, Life Insurance, LTD, STD, 401K as well as paid time off including holidays, vacation and sick time. To be considered for this position please send resume with salary requirements.

EOE

Send resumes to Patricia Costin at pcostin@aptfin.com