



Assistant Property Manager

Boston, MA

Daily interactions with residents and prospective residents to ensure resident retention and high occupancy rates. The Assistant Manager is responsible for providing support to the Property Manager.

Essential Functions

- Facilitates all aspects of the apartment leasing process, including administrative duties, rents and fees, maintenance of the wait list, notices and evictions, etc.
- Processes tenant recertifications.
- Monitors and produces property reports in Yardi.
- Promotes positive resident relations and responds to resident issues and complaints.
- Provides assistance and back-up to the Property Manager in his/her duties.

Job Requirements

- High School Diploma/GED Equivalent; some college a plus
- 1-2 years of industry related experience preferred. Experience with tax credit a plus.
- Microsoft Office Suite required. Yardi experience a plus.
- Comprehend and converse in English to communicate effectively with organization staff, clients and visitors.

WinnCompanies Corporate Culture & Benefits

WinnCompanies is a fast-growing, award-winning national housing development and property management company with 3,000 team members working in 22 states and the District of Columbia. We offer opportunities for growth across the country. One-third of our team members were promoted to the positions they hold today.

We are always looking for outstanding team members who work with a passion for excellence, a “can do” results-oriented attitude and a dedication to quality. Our most successful team members are hardworking, responsible, customer-oriented individuals who are committed to improving the communities where they work.

Founded in 1971, WinnCompanies is a Drug Free Workplace and an Equal Opportunity Employer that values and encourages diversity within the workplace. Nearly half of our workforce is comprised of women or minorities. In addition to training and recognition programs to help you succeed, we offer competitive Health, Dental, Life and Disability Insurance benefits, and a generous 401(k) plan.

Send resumes to: Schambers@winnco.com