

Assistant Property Manager

SHP Management Corp. is seeking to find an experienced Assistant Property Manager to manage a large subsidized elderly/disabled and family property in Boston, MA. Candidates should have project-based section 8 experience and tax credit experience and knowledge of TRACS. Demonstrated competency with Microsoft Office; Real Page, YARDI or other property management software required. Strong organizational and communication skills required.

Duties/Responsibilities:

The successful candidate will be involved with the following:

- Overall administrative functions of the property management office.
- Communication and follow up with the general public, residents, home office, agencies and contractors via telephone, emails, faxes.
- Preparation and completion of resident files and other reports as required.
- Collection of rent and follow-up on delinquencies.
- The processing of applicants as well as completion of tenant certification/recertifications
- Coordinating tenant move-ins and move-outs in a timely manner
- Submit monthly vouchers to HUD through TRACS.
- Identify any unsafe working or living conditions for employees and tenants.

Benefits:

SHP is committed to a drug-free workplace. We offer competitive wages and an excellent benefit package, including:

- Paid vacation, holidays, sick and personal leave.
- 401(k) plan with generous company match.
- Health and dental insurance.
- Paid Life insurance and Short and Long Term Disability
- Tuition reimbursement.
- Opportunity for professional growth and development.

Please send your resume along with your salary requirements to SHP Mgmt. Corp., e-mail careers@shpmanagement.com or Fax 207.512.5955. Check out www.shp2.com for more information on our company. EOE

Here are what some of our employees have to say about working at SHP.

"After working in the industry for quite some time now, I can honestly state that SHP Management stands out above your average management company. The level of quality, professionalism, organization and positive corporate culture the company maintains exceeds the standards in every area; because of this and more I am happy to be working at SHP." Elaine, Property Manager, NJ

"SHP is a great company to work for. SHP gives me the opportunity to grow my career by attending numerous trainings and workshops in property management which keeps me current with industry changes." – Deb, Sr. Property Manager, RI

"As a 20 year Senior Manager with SHP, I find my job very rewarding. My employees work closely together as a team; always assisting each other when needed. It is a pleasure to assist those individuals in need of affordable housing. SHP owns and manages lovely properties!" – Lynn, Sr. Property Manager, CT