

**HALLKEEN MANAGEMENT**  
**Internal Job Postings**

**Date:** February 10, 2014

**Job Title:** Assistant Property Manager

**Location:** Chelsea, MA

**Hours:** Full Time

**Job Description:**

Norwood based Real Estate Management Company seeks a qualified, motivated, and experienced Assistant Property Manager to assist in overseeing day-to-day operations of an existing property and to be involved in all aspects of the lease-up of two additional phases/buildings. The three buildings are located near to each other and will be operated primarily from on Management Office. The properties have a mix of Market Rate and Affordable, (LIHTC and HOME are among the affordability programs within the developments). The ideal candidate will have prior property management experience, and will be energetic a fast learner, and will be someone who enjoys involvement in a variety of tasks in a team-based, supportive atmosphere. Prioritization and multi-tasking skills are a must.

**Responsibilities:**

The primary responsibility of this position is to assist the Property Manager in all aspects of operations and lease-up. Other responsibilities include, but not limited to:

- Update, organize and maintain all resident and maintenance files.
- Collect rents and make daily deposits including HAP reconciliation monthly.
- Enforce rent collection policy.
- Responsible for Processing Invoices.
- Assist in maintaining affordable housing compliance for LIHTC, Section 8 and HOME Program
- Conduct all Annual and Interim Recertification's according to regulations and in a timely manner.
- Maintain waiting list and provide status to Property Manager as requested.
- Conduct initial interview, screening of prospect and prepare paperwork for move-ins in a timely manner and in accordance with the properties housing regulations and HallKeen's Policies.
- Foster and ensure quality based and professional service to residents and clients alike.
- Answer phones, handle visitors and resident traffic in a professional manner and in accordance to all Fair Housing Laws.
- Produce and track service requests accordingly
- Produce monthly reports for Property Manager

**Requirements:**

Qualified candidates must have a minimum of 2+ years of residential property management experience or the equivalent, Knowledge of HUD policies and procedures. Industry designations, such as ARM (Accredited Resident Manager), COS (Certified Occupancy Specialist) and/or C<sup>3</sup>P designations a definite plus. Candidate must have strong verbal and written communication skills, good organizational skills, ability to adapt to a fast paced environment, and be able to work independently with attention to detail. Must also be reasonably proficient in Microsoft Word, Outlook and Excel. OneSite tenant management system, or similar knowledge, will be beneficial.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Kathleen Wilbur at 781-915-3115 or [kwilbur@hallkeen.com](mailto:kwilbur@hallkeen.com).