



Opportunity to continue your growth in the Property Management field with a National Company! We are looking for future Property Managers and beyond. The Assistant Property Manager role is the perfect stepping stone!

Working with HMR means being a part of something bigger than yourself. You will be incorporated into an inspiring company that is continuously working towards providing high-quality affordable housing that strengthens our communities. Our company has been recognized by The Boston Globe as one of the top employers in the region. Our communities have been named "Community of Quality" by the National Apartment Housing Association.

We are excited about your interest in joining our fast-growing family. As you submit your application for the **Assistant Property Manager** position at our **180 unit apartment community Leisure Tower**, in **Lynn, MA**, we encourage you to learn more about us.

Our Assistant Property Managers are an essential part of our management team at the community. They create warm and welcoming experience for our tenants and applicants. You will be the right hand to the Property Manager and involved with the following:

Responsibilities:

- Full time position with anticipated schedule 40 hours per week, Monday - Friday
- Motivate and lead the team to success
- Maintaining positive relationships with current and prospective residents as you provide professional, positive and engaging customer experience
- Managing day-to-day activities related to apartment leasing, move-ins, lease renewals and recertifications
- Rent collections
- Apartment inspections

Key Qualifications:

- Bilingual in Spanish or Russian preferred
- The ability to provide superior customer service.
- Working knowledge of Affordable Housing programs, such as Tax Credits and HUD is preferred
- Be an active and engaged listener; ability to identify the strengths in the community to help show potential residents how this apartment can become "Home Sweet Home".
- Desire to bring your A-game to work every day. Be a motivated self-starter with a make-it-happen attitude.
- Ability to quickly adapt to change in a fast-paced environment.
- Ability to organize the schedule according to the priorities and meet deadlines.

Employee perks:

- Friendly and fun working environment
- Competitive Salary, opportunity for quarterly incentive
- Comprehensive benefit package
- Company sponsored Life, short-term and long-term disability insurance
- Generous 401k plan
- Tuition reimbursement
- Fitness reimbursement
- Wellness program
- Opportunity for growth

Learn more at www.hmrproperties.com and Like us on Facebook www.facebook.com/housingmanagementresources We are committed to ensuring diversity in its workforce and candidates from diverse backgrounds are strongly encouraged to apply. EOE

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