

## **Assistant Property Manager**

A Leading Property Management Company is seeking a qualified, motivated and experienced Assistant Property Manager to assist in overseeing the operations of 2 Elderly/Disabled apartment complexes in Northern, RI. The primary responsibility of this position is to assist the Property Manager in all aspects of management of the property. The ideal candidate should possess strong communication skills, both verbal and written, be able to multitask, meet deadlines, and produce accurate work on a consistent basis in a very busy office, while demonstrating a professional demeanor at all times. Attention to detail and ability to work independently on assignments is necessary. Must be proficient in Boston Post (MRI) or a similar property management software, MS word, excel; general letter writing is also required. The ideal candidate should have experience in the property management field including Low Income Housing Credit (LIHTC) program, RD (Rural Housing) policies and procedures, and some knowledge of subsidized housing programs.

Please submit resume and salary requirements to [humanresources@pag-cdg.com](mailto:humanresources@pag-cdg.com)