

We are looking for a talented and driven individual who shares our passion for creating sustainable communities and making difference in people's lives every day! As an **Assistant Property Manager** at our senior community in **Quincy, MA** you will be providing a wide range of services to our residents and managing leasing and administrative functions of our community. Each employee makes a unique and valuable contribution to the community and our company. Here is how you can make a difference as an **Assistant Property Manager**:

#### **Resident Relations:**

- Develop and implement sustainable and meaningful resident services programs that address the needs of our residents
- Work collaboratively with all members of our team on addressing needs of your residents and the property.
- Carry out resident retention initiatives and offer exemplary customer service to our current and prospective residents.
- Manage resident relations and supportive services.
- Perform administrative functions to assist the Property Manager with day-to-day operations
- Create and maintain harmonious and dynamic work environment.

#### **Leasing and Marketing:**

- Work closely with prospective residents from initial inquiry through their residency
- Give tours of the apartment community to prospective residents; learn about each prospective resident's needs and highlight apartment or community features that satisfy them.
- Process rental applications in accordance with company and all appropriate agencies' standards.
- Implement marketing strategies aimed to address your apartment community's specific occupancy needs
- Prepare periodic market survey to ensure that your apartment community is competitive in the local market
- Assist in implementation of property specific Resident Retention activities and programs.

#### **What will serve you well in this role?**

- Creativity and ability to think outside the box
- Patience, compassion and desire to help our residents with their needs
- Highly approachable personality with strong interpersonal and customer service skills.
- Strong time management and organizational skills.
- Ability to lead tasks to completion in a dynamic setting

#### **What makes our Company Unique?**

- Our employees! We have the most dedicated and knowledgeable team of professionals who understand our mission and truly care about our communities. Their work is evident in exemplary performance of our communities.
- Our corporate culture. We believe in our Core Values of Integrity, Respect, Enthusiasm, Commitment and Harmony.
- We value training and professional development of each employee.

- HMR is committed to creating sustainable families and communities. We are focused on providing resources and support to our residents through various resident services programs and initiatives.
- HMR gives back to the communities we serve. We are partnering with many organizations nationwide to raise funds and awareness for various causes.

**A Career with HMR offers:**

- Competitive base wage with a quarterly incentive program.
- An industry-leading benefits package including medical and dental insurance, short- and long-term disability coverage, and 401(k).
- Generous time off
- Outstanding work environment with potential for long-term growth as we expand our portfolios throughout the country.

**Interested in this Opportunity?**

If you have the skills to meet this challenge and are ready to work and learn side-by-side with some of the most talented and dedicated people in the industry, please click "apply" today!

Learn more at [www.hmrproperties.com](http://www.hmrproperties.com) and Like us on Facebook [www.facebook.com/housingmanagementresources](http://www.facebook.com/housingmanagementresources)

We are committed to ensuring diversity in its workforce and candidates from diverse backgrounds are strongly encouraged to apply. EOE