

Assistant Property Manager

Property Management Company is seeking an experienced Assistant Property Manager for a busy Worcester Section 8 apartment complex. The ideal candidate will be bright, energetic and enjoy becoming involved in a variety of tasks in a team-based supportive atmosphere. Must possess strong communication skills-verbal/written, marketing skills, professional demeanor at all times. Attention to detail and ability to work independently on assignments is essential.

Qualifications:

Bi-lingual in Spanish

3+ years property management experience

CPO, COS, or NAHP certification

Excellent organizational skills

Strong financial, marketing, supervisory and resident relations skills

Experience with OneSite property management software

We offer a competitive salary and excellent benefits package that includes 401K. Please send cover letter and resume to Green Hill Towers, 27 Mount Vernon St., Worcester, MA 01605. **NO PHONE CALLS PLEASE**
Equal Opportunity Employer.