

Assistant Property Manager

Lincoln Street Realty, LLC. is seeking candidates for the position of Assistant Property Manager for an affordable community in Worcester, Massachusetts.

The ideal applicant must be certified as a Tax Credit Specialist and/or Certified Occupancy Specialist.

The applicant will be a bright and dynamic individual with hands-on experience and must demonstrated ability to successfully assist in the management of staff and overseeing day-to-day operations, maintenance programs, marketing and leasing activity, occupancy, and annual tenant certifications.

This position is 'hands on', but requires the ability to envision and create, in concert with manager, residents and staff, a harmonious, cohesive atmosphere. 1-3 years' experience with affordable housing programs is required.

Flexibility, positive attitude, work in a team environment and willingness to learn are a must! Strong verbal, written and customer service communication skills are essential; Computer proficiency (specifically in MS-Word, Excel, and Outlook) is a plus, as familiarity with Yardi software.

Salary is competitive and commensurate with experience.

Benefits are included. Interested applicants should forward their resume and cover letter to cmangra-drackley@carabetta.com.

The Carabetta Communities is an equal opportunity employer and is committed to diversity in the work force.