

Boston Land Company

Job Title: Assistant to the Director of Property Mgmt. Waltham, MA

Reports To: Director of Property Mgmt.

Summary: Acts as liaison between the central office and sites, Property Managers and Superintendents by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Maintains data in chronological order for all correspondence the Director sends.*
2. Responds to resident complaints in accordance with company policy.*
3. Maintains current knowledge on company/industry standards and government regulations.*
4. Knowledge "Section 8" Regulations, Renew HAP Contracts.*
5. Attend Management occupancy reviews and prepare responses to Agencies/HUD*
6. Maintains bid records for all subsidized sites.*
7. Reviews site files and audit management office files.*
8. Conducts rejection hearings.*
9. Prepares and updates company policies in accordance with regulations.*
10. Prepares the Reserve for Replacement request submissions to agencies.*
11. Assists sites with recertification or daily site functions when necessary.
12. Complies with company policies and procedures.
13. Prepares and correlates site brochures and handbooks as needed.
14. Recommends education seminars for site staff.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); and two to four years related experience and/or training; or equivalent combination of education and experience. Ability to travel to site locations required.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word; Microsoft Excel; Industry Specific Software and internet software.

Special Skills:

Time management
Organizational skills
Resident relations
Strong written and oral communications
Professionalism
Dependability

Requirements:

Valid Driver's License*
Reliable working vehicle*

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand.

Compensation & Benefits:

Salary commensurate with relevant education and experience
Health insurance, dental insurance, life insurance & participation in a retirement plan (401k)
Paid holidays, vacation, personal time & sick time

Please send resumes to:

Rosa Murillo

HR Manager

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