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PeabodyProperties.com

CHECK OUT THESE EXCITING JOB OPPORTUNITIES AVAILABLE IN YOUR AREA!

REALIZE YOUR POTENTIAL

Assistant Property Manager

Allston, MA

Peabody Properties, Inc. seeks an Assistant Property Manager for a mixed used (market, LIHTC, Project Based Section 8) 240-unit apartment community in Allston, MA.

Duties include, but not limited to, collections, correspondence with residents, annual and interim recertifications, property inspections, and administrative functions

Requirements of the Position:

- Knowledgeable with respect to affordable housing programs, LIHTC, federally-assisted, and all State and local housing regulations;
- Knowledgeable with respect to the recertification process
- Time management skills and ability to prioritize a must;
- Solid administrative, organizational, computer, marketing skills and resident relations skills;
- Ability to communicate effectively, both verbally and in writing;
- Ability to take initiative and be self-motivated.

Education and Experience:

Requires High School Diploma or GED with a minimum of 3 years related business experience providing clerical and administrative support. Also, extensive knowledge of OneSite, including proficiency with Microsoft Word, PowerPoint, and Excel. **Strong LIHTC and Project-Based Section 8 experience required. COS certification a plus**

Compensation and Benefits:

Peabody Properties, Inc. offers competitive pay along with a rich benefits package that includes, but is not limited to, medical, dental, 401(k), STD, life insurance, Employee Assistance Programs (EAP), paid time off, paid holidays, paid training, tuition reimbursement, wellness programs, employee referral bonuses, and flex spending.

EEO Statement:

Peabody Properties, Inc. is an Equal Opportunity Employer and is committed to workforce diversity. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, gender identity, sexual orientation and other legally protected characteristics. If you require a reasonable accommodation because of a disability for any part of the employment process,

please e-mail our Talent Acquisition Manager and let us know the nature of your request and your contact information. Smoke-free workplace. Drug-free work environment.

Does this sound like something you would like to do? [Click Here to Apply](#)