

We are looking for an experienced **Assistant Property Manager** for our 98-unit Apartment Community, Mt. Pleasant in Roxbury, MA. In this position you will be tasked with the assistance of managing approximately #-unit residential property. The work will require knowledge of affordable housing programs such as **Low Income Housing Tax Credits (LIHTC) and HUD**. You will be assisting the Property Manager in the day to day operations of the property as well as taking on assigned tasks and duties.

### **Key Qualifications:**

- Ability to take responsibility for performance of the community, the well-being of residents and the collaborative success of the team.
- Ability to effectively communicate with all members of the organization
- Experience with administrative and leasing functions, especially within residential property management
- Desire to bring his/her A-game to work every day
- Knowledge of affordable housing programs such as Low Income Housing Tax Credit (LIHTC) or HUD is beneficial

### **What to expect?**

- Working for an Accredited Management Organization
- Part of the National Affordable Housing Management Association
- Company wide training and a professional relationship with the Training Manager to ensure your success
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### **Our industry-leading benefits include:**

- Competitive base wage with quarterly incentive program
- Medical, Dental and Vision Insurance
- Retirement 401(k) program with a company match
- Generous paid time off
- Tuition credit for continued professional development
- Paid Parental Leave

**Ready, Set, Apply!** If you are excited about the challenge of this position and welcome the opportunity to learn and grow, we want to hear from you! **Please click "apply" today!**

We are committed to ensuring diversity in our workforce and candidates from diverse backgrounds are strongly encouraged to apply. We are an equal opportunity employer.

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