

Property Management Assistant

The Shoreline Corporation is **currently hiring a Part-time Property Management Assistant at Blackstone Falls Apartments in Central Falls, RI.** The successful candidate must be a self-starter, detail oriented, highly organized with a strong focus on customer service and the ability to multitask and work independently. This position will report directly to the on-site Property Manager.

Responsibilities:

- Assist the Property Manager with his / her duties in all aspects of the property's operation.
- Maintain courteous, professional communication with residents, applicants, staff and others.
- Perform building tours and apartment showings.
- Process rental applications & leasing paperwork.
- Follow up with prospects via phone and email.
- Assist with maintaining the Section 8 waitlist.
- Conduct move-in, annual and/or interim Section 8 recertifications.
- Collect rents, prepare receipts, send balance due notices.
- Prepare and maintain complete and accurate files.
- Prepare memos and letters.
- Maintain work order system and process weekly Accounts Payable.
- Schedule vacant unit turnover and occupancy.
- Schedule and conduct apartment inspections.
- Maintain required inventories for supplies and building assets.
- Develop the knowledge and ability to answer and interpret compliance questions that relate to HUD Section 8 and Low Income Housing Tax Credit Programs.
- Develop a complete familiarity with the Property Management web-based software system (Realpage One-Site)

Education and Experience:

- High School diploma required.
- Previous Property Management and experience with affordable housing programs including Section 8 and LIHTC is a plus.
- Candidates must be computer savvy and have a strong proficiency in Microsoft Office & Microsoft Outlook.
- Candidates must have superior customer service skills, be professional and honest.

This is a Part-Time, hourly position. The Shoreline Corporation is an equal opportunity employer. Interested candidates should send a cover letter, resume and references to manager@blackstonefalls.com

