

**Job Title: Property Manager**

**Job Location: Village Green, Barnstable, MA 02601**

**Company Name: HallKeen Management**

**E-mail address for applications: cschwarz@hallkeen.com**

**Pay: DOE**

**Full-Time**

**Job Description:**

HallKeen Management seeking a qualified, motivated and experienced Property Manager to oversee lease-up and operations 120 unit LIHTC property. The property will be delivered and leased up in two phases. The first phase consists of 60 units with occupancy commencing early 2015. The candidate should be experienced in the areas of marketing, staff supervision, budgeting and variance reporting, with an emphasis on creating marketing plans, outreach, LIHTC compliance, resident relations and retention. Candidate should have strong marketing and leasing skills. Responsible for overall care and maintenance of the property and its residents. Dedication to providing a high quality living environment is a must.

Position responsibilities include, but not limited to:

- Oversee lottery and application process
- Hire staff to include part-time leasing and maintenance
- Effectively track traffic, tours and applications
- Review and process all rental applications and re-certifications ensuring all files are compliant with LIHTC regulations
- Collect rents and make daily deposits
- Enforce rent collection policy
- Update, maintain and prepare various daily, weekly and quarterly reports and submit to regional manager and corporate office
- Strategize, develop and implement marketing plan to reach target markets and ensure maximum occupancy
- Supervise all site staff and inspect all staff work and provide direction
- Coordinate staff schedules
- Prepare annual budgets and meet or exceed budgeted lease renewal percentages on quarterly basis
- Ensure 100% compliance with all Fair Housing regulations
- Conduct annual apartment inspections and completely document and correct deficiencies
- Coordinate, participate in, and oversee all leasing activity

**Requirements:**

Qualified candidates must have a minimum of 3+ year's residential property management experience or equivalent, ARM (Accredited Resident Manager) designations a plus. Candidate must have LIHTC training. Candidate must have strong verbal and written communication skills, ability to adapt to a fast paced environment, ability to multi task and work independently with attention to detail, and have strong organizational skills. Candidate should be bright, energetic, and must be able to motivate/ lead a team.

If you are interested in applying for the position please e-mail and resume and references to cschwarz@hallkeen.com.