

HALLKEEN MANAGEMENT

Job Title: Property Manager

Location: Anwelt Heritage Apartments – Fitchburg, MA 01420

Hours: Full-time

Job Description:

HallKeen Management is seeking a qualified, motivated and experienced Property Manager to manage an 86 unit market rate / LIHTC property in Fitchburg, MA. The candidate should be experienced in the areas of marketing, staff supervision, LIHTC regulations, budgeting and variance reporting, with an emphasis on resident relations and retention. Dedication to providing a high quality living environment is a must. Position reports to the Regional Property Manager.

Position responsibilities include, but not limited to:

- Update, organize and maintain all resident and maintenance files.
- Collect rents and make daily deposits.
- Enforce rent collection policy.
- Update, maintain and prepare various bi monthly 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.
- Review applications for income eligibility for the LIHTC program as well as conduct annual recertifications of existing residents to insure ongoing compliance with the LIHTC program.
- Prepare annual LIHTC compliance reports and participate in periodic regulatory audits.
- 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.

Requirements:

Qualified candidates must have a minimum of 3+ year's residential property management experience or equivalent. ARM and C³P designations a plus. 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. Must be able to motivate and lead a team. Must be proficient in Microsoft Word, OneSite, Outlook and Excel.

If you are interested in applying or know someone to refer for the position please e-mail resume to KMarchand@hallkeen.com.