

HALLKEEN MANAGEMENT

Job Title: **Property Manager**

Location: **Hartford, CT 06103**

Hours: **Full-time 40 Hours**

Job Description

HallKeen Management is seeking a qualified, motivated and experienced Property Manager in Hartford, CT. The applicant should have property management experience in order to oversee operations of 2 busy, downtown properties. The properties consist of 175 units, both Low Income Housing Tax Credit units and Market rentals. The candidate should possess knowledge of Affordable Housing, have LIHTC experience, the recertification process, marketing, staff supervision, budgeting, variance reporting, regulatory reporting, etc., with an emphasis on tenant relations and retention.

The position is responsible for overall care and maintenance of the properties, including annual certifications and management of the site office, site staff, and subcontractors.

The candidate should be highly organized and detail oriented and should be comfortable meeting or exceeding deadlines.

The ideal candidate should possess strong supervisory skills, impeccable customer service skills, strong communication skills-verbal and written, marketing skills and a professional demeanor at all times. Attention to detail and ability to work independently on assignments is necessary. Must be proficient in MS Office, particularly excel and have property management software experience.

Candidate should possess a minimum of three years industry experience. Bachelor's degree and/or equivalent property management experience

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Heather Phillips, hphillips@hallkeen.com or 203-797-1823.