



We are looking for a creative and enthusiastic individual who shares our passion for Property Management, helping others and providing high quality affordable housing to our residents. The role of **Property Manager Specialist & Trainer** will be based at our **corporate office in Quincy, MA**. The exciting challenge of this position is that you will be supporting our properties with training, leasing and marketing needs and also working very closely with Vice President of Marketing and Training.

The role requires a unique blend of administrative abilities and strong presentation and interpersonal skills. You may start as a "trainer-in-training" or come in with previous experience. This position plays a key role in cultivating a team oriented atmosphere while implementing and delivering training programs that reflect HMR's mission and core values.

What will serve you well in this role?

- Excellent communication skills, both written and verbal
- An extremely well organized and self-directed individual
- An energetic, forward-thinking and creative individual with an appropriate professional image
- People person, ability to connect with people
- Knowledge of Property Management and affordable programs
- Be able to present to various audiences, small and large groups
- Previous experience with leasing, marketing or managing apartment communities is preferred

What role will you play as Property Manager Specialist & Trainer?

- Prepare training materials, presentations, engage audience participation
- Facilitate group trainings, exercises, interactive and effective training
- On-line and in-person training
- Develop training programs, implement them across company, train and mentor other trainers on the ground
- Track success of training programs
- Evaluate and modify training curriculum
- Assist with marketing campaigns and add some additional duties from Executive assistant role that are relevant to this
- Help with lease ups, marketing efforts, leasing at properties as needed
- Lead occupancy calls, monitor occupancy throughout the property, help with leasing efforts

A Career with HMR offers:

- Competitive base wage with a quarterly incentive program
- An industry-leading benefits package including medical and dental insurance, short- and long-term disability coverage, and 401(k)
- Generous time off
- Outstanding work environment with potential for long-term growth as we expand our portfolios throughout the country

Interested?

If you have the skills to meet this challenge and are ready to work and learn side-by-side with some of the most talented and dedicated people in the industry, apply online at www.hmrproperties.com

Equal Opportunity Employer