

Job Title: Property Manager
Job Location: **Bayview Towers, Stamford, CT 06901**
Company Name: HallKeen Management
E-mail address for applications: hphillips@hallkeen.com
Pay: Hourly/Salary? (Optional) DOE
Full-Time

Job Description

HallKeen Management seeks a qualified, motivated and experienced property manager to oversee operations of a 200 unit property consisting of Project Based Section 8, Mobile Vouchers, Enhanced Vouchers and Low Income Housing Tax Credit (LIHTC). We are looking for a bright, energetic individual who enjoys becoming involved in a variety of tasks in a team based supportive atmosphere. Full Time, Excellent Benefits, visit hallkeen.com.

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.

Five years prior HUD property management experience is required, as is LIHTC experience. The ideal candidate must have working knowledge of HUD subsidy programs, voucher preparation, HUD policies and procedures and LIHTC reporting requirements.

Minimum Bachelor's Degree and/or applicable work experience. COS and C3P Certifications preferred.

Send resume and salary requirements to: Heather Phillips, Area Manager at hphillips@hallkeen.com