

Job Title: Property Manager

Job Location: Turners Falls, MA 01376

Company Name: HALLKEEN MANAGEMENT

E-mail address for applications: Mparsons@hallkeen.com

Pay: Salary / DOE

Hours: Full-time

Job Description:

HallKeen Management seeks a qualified, motivated and experienced property manager to oversee operations of a 82 unit property located in the center of Turners Falls MA, consisting of Project Based Section 8 and Low Income Housing Tax Credits (LIHTC) for the elderly and family. We are looking for a bright, energetic individual who enjoys becoming involved in a variety of tasks in a team based supportive atmosphere.

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 and LIHTC property management experience is required. Also, knowledge of Low Income Housing Tax Credits is helpful. The ideal candidate must have working knowledge of HUD subsidy programs and LIHTC, voucher preparation, and HUD and LIHTC policies and procedures.

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

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 781-915-3157 or Mparsons@hallkeen.com.