

HALLKEEN MANAGEMENT

Job Title: **Regional Property Manager**

Location: **Western Massachusetts & New York**

Hours: **Full-time**

Description:

HallKeen Management seeks a qualified, motivated and experienced Regional Manager or Senior Property Manager ready for promotion to oversee operations for 12 properties (1200 units) located in Western Massachusetts, Syracuse and Utica, New York.

The ideal candidate would possess strong supervisory and communication skills-verbal and written, and a comprehensive background in budgeting and cash management. Must be proficient in MS Office, particularly excel. This person is fully responsible for each property meeting or exceeding budget expectations along with meeting full compliance with all state and federal regulations as it relates to a variety of subsidy programs. The Regional Manager is in regular contact with state monitoring agencies, owners and staff. The Regional is also responsible for all training for the staff within the portfolio and reports to the Vice President of Residential Management.

A Bachelor's degree or five years prior senior property management / regional experience is required. The ideal candidate would have in-depth knowledge of multiple HUD subsidy programs, HUD policies and procedures and the LIHTC program. This is a full-time position with benefits.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 781-915-3121 or Rjohnson@hallkeen.com.