

HALLKEEN MANAGEMENT

Job Title: Senior Property Manager

Location: Hartford, Suffield CT

Hours: Full Time

Job Description:

Hallkeen Management is seeking a motivated and dedicated Senior Property Manager for a portfolio of three properties consisting of 211 units in the Hartford CT area. The successful candidate must possess Market and Affordable Housing experience.

As Senior Property Manager, your primary responsibilities include:

- Creating and delivering timely and accurate budgets and financial and operational performance reports to ownership that clearly explain operational effectiveness, trends and variances
- Managing the financial performance of the properties in accordance with the established budget
- Hiring and supervising on site staff to properly manage and maintain both the physical and operational aspects of the three properties
- Overseeing and ensuring company and affordable housing program compliance
- Inspiring the team to effectively execute rentals, marketing and operational activities that achieve budgeted occupancy and resident retention goals
- Bidding contracts for site services to provide analysis and recommendations to Regional Manager
- Coaching, motivating and providing team members with opportunities to develop their skills
- Proactively manage the performance of all team members through reviews and constructive feedback

What You Bring to Hallkeen:

- 3+ years of large single and / or multi-site property management experience with affordable LIHTC and HUD compliance requirements
- A track record of success building, developing and retaining high-performing teams
- A history of building and maintaining strong relationships with residents, ownership groups and vendors
- Experience developing and managing budget and profit and loss
- Proficiency with industry software (OneSite), apps and computer programs
- Outstanding communication skills, both written and verbal.

If you are interested in applying or know someone to refer for the position, please e-mail resume to Kathleen Wilbur at kwilbur@hallkeen.com or to fax: 781-915-3115.