



Assistant Property Manager

POAH Communities is a high-performance property management affiliate of one of the nation's most accomplished affordable housing owner /developers. We manage over 8,700 units throughout the United States. We are seeking candidates for the position of Assistant Property Manager for a tax credit / Section 8 assisted apartment development in Boston, Massachusetts.

The ideal applicant must be certified as a Tax Credit Specialist and/or Certified Occupancy Specialist. The applicant will be a bright and dynamic individual with hands-on experience and the demonstrated ability to successfully assist in the management of staff and overseeing day-to-day operations, maintenance programs, marketing and leasing activity, occupancy, financial analysis, budget preparations and annual tenant certifications. This position is 'hands on', but requires the ability to envision and create, in concert with manager, residents and staff, a harmonious, cohesive atmosphere.

COMPANY OVERVIEW

POAH Communities has specialized in the professional management of affordable multifamily housing for more than 25 years. Initially founded as Midland Property Management, Inc., POAH Communities became part of the Preservation of Affordable Housing, Inc. ("POAH") family in 2001, and currently manages over 8,700 affordable housing apartments in Connecticut, the District of Columbia, Florida, Illinois, Maryland, Massachusetts, Michigan, Missouri, New Hampshire and Rhode Island. POAH Communities has 350 staff members and maintains offices in Kansas City, Boston and Chicago.

POAH Communities manages a wide range of apartment communities that vary in age, size, geographic location and physical configuration. The portfolio has been financed with a variety of affordable housing programs including low income housing tax credits, bonds, conventional financing and with a multitude of specialized HUD programs and secondary financing sources. Consequently, POAH Communities understands how to manage properties with complex financing and equally sophisticated compliance and reporting requirements

JOB REQUIREMENTS

Previous experience with government-assisted and subsidized housing programs is required. Flexibility, positive attitude, team orientation and willingness to learn are a must! Strong verbal, written and customer service communication skills are essential; computer proficiency (specifically in MS-Word, Excel, and Outlook) is a plus, as is familiarity with Yardi software. Bilingual in Cantonese is preferred but not required.

Salaries are competitive and commensurate with experience. Benefits are included.

POAH Communities is an equal opportunity employer and we are committed to diversity in the work force.

For more information, visit us at www.poahcommunities.com.

To apply, please email your resume with cover letter to Jean Lespinasse at jlespinasse@poahcommunities.com.

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Mission Statement

The mission of POAH Communities is to provide high quality property management and customer service to our residents. POAH Communities provides services and develops partnerships that improve the lives of our residents and communities. We are a company that develops and honors its employees and delivers long-term value to its owners and partners.