

ASSISTANT PROPERTY MANAGER

ABOUT THE COMPANY

Peabody Properties, Inc. is recognized as a leader in the Real Estate industry, offering attractive compensation, benefits and challenging career opportunities. Our success can be directly attributed to the professional, dedicated and experienced staff that comprises our management team. For more information about PPI, visit our website at: www.peabodyproperties.com

ABOUT THE JOB

Peabody Properties, Inc. is seeking an experienced, Assistant Property Manager for an apartment community in Springfield, MA. Duties include but not limited to collections, correspondence with residents, annual and interim recertification, property inspections, administrative functions, etc. **LIHTC or Project Base Section 8 experience preferred.** Bilingual (English/Spanish)

QUALIFICATIONS

Candidates must have:

- * 3+ years' experience in property management experience
- * Knowledge of: Affordable Housing, LIHTC, Federal, State and Local Housing regulations
- * Excellent customer service skills
- * Good organizational skills
- * Proficient understanding of basic math concepts
- * Solid computer skills
- * Ability to communicate effectively, both verbally and in writing
- * Ability to take initiative and be self-motivated

BENEFITS

We view our staff as our most valuable asset. Therefore, we offer our employees a competitive salary and benefits package.

*Peabody Properties, Inc. is an Equal Opportunity Employer. Peabody Properties, Inc. is committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, sexual orientation, disability, or national origin. Applicants encouraged to confidential self-identity when applying. Smoke-free workplace. Drug-free work environment.

TO APPLY

Submit your resume via EMAIL to: mfrederick@peabodyproperties.com, FAX: 781.794.1001, OR by MAIL to Corporate Recruiter, Peabody Properties Inc., 536 Granite Street, Braintree, MA 02184