



Immediate opening for a Part-Time Affordable Housing Property Manager in Bolton, MA. RCAP Solutions, Inc. is looking for a motivated and energetic Affordable Housing Property Manager to join our team!

If you are:

- *exceptional with customer service skills*
- *organized & detailed oriented*
- *proficient with listening, written & verbal communication skills*
- *responsible & committed*
- *willing to grow & develop*
- *skilled with computers (specifically in MS-Word, Excel and Outlook)*

Flexibility, positive attitude, team orientation and willingness to learn are a must! Duties including rent collections, recertification's, budget management, tenant file compliance, apartment inspections, and staff supervision. This position is a part-time position at 30 hours per week and comes with a benefits package. Experience with HUD/Section 8 program is a plus.

Send cover letter and resumes to: hr@rcapsolutions.org