**Assistant Property Manager**

An **Assistant Property Manager** role will support our beautiful **98-unit apartment community, Mt. Pleasant, in Roxbury, MA**. This is a fast-pace, fun and engaging role where you will be performing variety of tasks to support a Property Manager with daily operations, leasing and resident engagement.

**Pay:** $28 per hour + Quarterly Incentives

**Schedule:** Full Time

**Location:** Mt. Pleasant 2 Waverly St Roxbury, MA 02119

**Top-Notch Work Perks:**

* Health and Wellness Benefits begin immediately.
* Medical, Vision, and Dental Insurance
* Paid Time Off (Vacation, Sick and Personal)
* Paid Holidays & Paid Volunteer Day
* Summer Early Release
* 401k with a 4% company match
* Recovery Ready Workplace (committed to supporting employees affected by substance use)

**Preferred Qualifications:**

* Bilingual in Spanish
* Working knowledge of affordable housing compliance programs such as the Low-Income Housing Tax Credit (LIHTC) or HUD is a must.
* Familiarity with the tenant income recertification process. Ability to prepare tenant income recertification paperwork.
* Experience with administrative and leasing functions, especially within residential property management.
* Ability to work in a fast-paced setting, organize work, and stay on task.
* Coordinate and facilitate engaging programs desired by the community and residents.
* Connect residents to services to establish a high-quality life for all residents.
* Be able to advocate, organize, problem-solve, and obtain results for the residents and the community.
* Customer service skills are important in this role.
* A positive attitude and a willingness to learn are important qualities for the position.

**Ready, Set, Apply!** If you are excited about the challenge of this position and welcome the opportunity to learn and grow, we want to hear from you! **Please apply at hmrproperties.com and send your resume to** [recruiting@hmrproperties.com](mailto:recruiting@hmrproperties.com)**.**

We are committed to ensuring diversity in our workforce and candidates from diverse backgrounds are strongly encouraged to apply. We are an equal opportunity employer.