**Assistant Property Manager/ Resident Services Coordinator**

Assistant Property Manager/Resident Services Coordinator, you will work closely with the Property Manager to ensure all daily operations within the apartment community are running smoothly and efficiently.

**Location:** Leisure Tower 10 Farrar Street Lynn, MA 01902

**Pay:** $25 per hour + Quarterly Incentives

**Schedule:** Full Time

**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 impacted by S.U.D)

**Job Requirements and Responsibilities:**

* Working knowledge of affordable housing programs such as Low Income Housing Tax Credit (LIHTC) or HUD is a must.
* Familiarity with 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 fast-pace 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
* Occasionally events may be held during evening/weekend hours. A flexible schedule can be provided.
* Be able to advocate, organize, solve problems and obtain results for the residents and the community.

**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.

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