



APT Management Inc.

APT Management, Inc., a Real Estate Property Management Company has Full-Time Assistant Property Manager Position North of Boston.

APT Management, Inc. has a full-time Assistant Property Manager position at a moderate and low income apartment communities in Wakefield and Chelsea. Ideal candidate will have a minimum of 1-2 years of Section 8 project based experience and be COS certified

Job duties include but are not limited to the following: assisting the manager in overseeing day to day activities, tenant certifications, active management of the waitlist, interacting with residents, prospective residents, maintenance and outside contractors.

Knowledge of One-Site and basic accounting principles a plus. Knowledge of Microsoft Word/Excel experience required. Must be willing to travel locally.

Comprehensive benefits package which includes medical, dental, life insurance, 401(k) as well as vacation, sick, and company paid holidays.

For consideration, please send resume with salary requirements to: resumes@aptfin.com

No phone calls/No Agencies please.

Equal Opportunity Employer