

Job Title: Property Manager Job Location: **Williamstown, MA 01267**
Company Name: HallKeen Management
E-mail address for applications: cschwarz@hallkeen.com
Pay: Hourly/Salary? (Optional) DOE
Full-Time

Job Description:

HallKeen Management is seeking a qualified, motivated and experienced Property Manager to oversee operations of 61 units in Williamstown, MA. 48 units are market rate and 13 units are 80% of AMI. The property is under development with expected occupancy in fall of 2015. Property manager position to commence in spring of 2015 to process rental applications and oversee the lottery of the 13 affordable units. Local broker will be responsible for touring and leasing the apartments. Property manager will work with broker to process the rental applications. The candidate should be experienced in the areas of affordable lotteries, staff supervision, budgeting and variance reporting, with an emphasis on creating and managing concierge level resident service programs. Candidate should have strong customer service skills. Responsible for overall care and maintenance of the property and its residents. Dedication to providing a high quality living environment is a must.

Position responsibilities include, but not limited to:

- Oversee and administer lottery for 13 affordable units
- Hire maintenance staff
- Review and process all rental applications and re-certifications ensuring all files are compliant with affordable program regulations
- Collect rents and make daily deposits
- Enforce rent collection policy
- Update, maintain and prepare various daily, weekly and quarterly reports and submit to regional manager and corporate office
- Strategize, develop and implement concierge resident service plan to reach target markets and ensure maximum occupancy
- Supervise all site staff and inspect all staff work and provide direction
- Coordinate staff schedules
- Prepare annual budgets and meet or exceed budgeted lease renewal percentages on quarterly basis
- Ensure 100% compliance with all Fair Housing regulations
- Conduct annual apartment inspections and completely document and correct deficiencies
- Work with broker on leasing apartments

Requirements:

Qualified candidates must have a minimum of 3+ year's residential property management experience or equivalent, ARM (Accredited Resident Manager) designations a plus. Candidate must have strong verbal and written communication skills, ability to adapt to a fast paced environment, ability to multi task and work independently with attention to detail, and have strong organizational skills. Candidate should be bright, energetic, and must be able to motivate/ lead a team.

If you are interested in applying or know someone to refer for the position please e-mail and resume and references to cschwarz@hallkeen.com.