

Property Manager-Part Time

The Appleton Housing Authority is currently seeking a Property Manager for Grandview Townhomes, a Brand New 40-unit family development. This is a part time position 24-28 hours per M-F.

Responsibilities: (not inclusive)

Leadership

- Oversee the general harmony and community atmosphere among residents.
- Enforce rules and regulations of the property.
- Follow up with residents in regard to maintenance requests/repairs as necessary.

Leasing and Marketing:

- Process confidential applicant interviews and verify information.
- Follow rental policies and procedures along with marketing plan as established.
- Assume responsibility for achieving consistent occupancy including open house tours.
- Utilize property management software for residents and applicant waitlist.
- Conduct lease signings and move-in orientation with new tenants.
- Conduct annual recertification interviews with residents.

Qualifications:

- Prior property management/leasing experience preferred in a LIHTC property.
- Prior customer service, leadership and management experience.
- Ability to communicate and work effectively with all persons.

Minimum Qualifications Required

-Prior experience in a residential leasing environment is highly preferred. Practical experience with data processing applications. At least three years experience in a business office environment; or an equivalent combination of education and experience. Ability to establish and maintain effective working relationships with residents, co-workers, other agencies and the general public. Must possess a valid WI motor vehicle operator's license, a good driving record and demonstrate liability insurance.

This is a great place to work for the right positive reliable person! Competitive Salary.

Please email your resume' to debrad@appletonhousing.org

No phone calls please.