

## **Property Manager-Part Time-Come Join Our Team!**

**The Appleton Housing Authority is seeking a Property Manager for Grandview Townhomes, a New 40-unit family development. This is a part time position 25-28 hours per M-F. Could lead to full time in the future working at other properties owned by the Authority.**

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 and management experience.
- Ability to communicate and work effectively with all persons and all incomes.

### Minimum Qualifications Required

-Prior experience in a residential leasing environment is highly preferred. Practical experience with data processing applications. At least three year's 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](mailto:debrad@appletonhousing.org)

No phone calls please.

