

**Appleton Housing Authority
Join Our Team**

PROPERTY MANAGER

We are currently in search of candidates to fill the role of Property Manager for a 159-unit residential high-rise, requiring experience in working with seniors and individuals with disabilities. This is a full-time position that necessitates both teamwork and the ability to work independently. The ideal candidate should possess a minimum of two years of property management experience, including familiarity with HUD assisted housing programs. Sensitivity to the unique needs of elderly, disabled and low-income households is essential. Applicants must be computer literate and proficient in various software programs. Strong verbal and written communication skills. Responsibilities include handling application processing, determining eligibility and rent portion, collecting tenant rents, engaging in marketing activities, preparing monthly reports, supervising staff, and managing other housing related functions for the effective operation of the complex. Excellent opportunity along with amazing employee benefits. Interested individuals are encouraged to submit their resumes (with salary expectation) no later than February 10th to: debrad@appletonhousing.org or Debra Dillenberg, Appleton Housing Authority 925 W. Northland Avenue Appleton, WI 54914. No phone calls please.