

Assistant Property Manager

HAS Properties is looking for a highly motivated individual that has a passion for affordable housing. A successful candidate will possess excellent abilities in Outlook, Microsoft Office, typing skills, written skills, verbal skills, accounting, customer service, organization, time management and be able to work in a fast-paced and high-pressure environment. Knowledge of Resman is a plus. A successful candidate will be able to work with initiative, knowledge acquisition, perseverance and teamwork. This role is vital to providing affordable housing to low-income households which contributes to a healthy community.

Responsibilities

Perform all functions related to multi-family property leasing; perform all functions related to multi-family property marketing; perform functions related to multi-family resident relations. Receive and record incoming maintenance work orders; dispatch to the appropriate employee to ensure completion of work order. Process payments in accordance with company policy; track late payments, apply late charges in accordance with company policy; send out late notices and inform Property Manager in accordance with company policy.

Qualifications

Required: High school diploma or equivalent required; college degree preferred. Knowledge and one (1) year of experience in LIHTC multi-family property management. The following training/certificates/association memberships are preferred: National Apartment Leasing Professional (NALP), Certified Occupancy Specialist (COS), Tax Credit Specialist (TCS), Housing Quality Standards (HQS), Uniform Physical Conditions Standards (UPCS), and Low-Income Housing Tax Credit (LIHTC) training.