

## ASSISTANT PROPERTY MANAGER

Excelsior Springs, MO

Preservation Housing Management (PHM) is a growing company focused on the successful operation of affordable housing communities, including Section 8 and tax credit properties. PHM, which already has nearly 5,000 units in its portfolio, operates in nine states and Washington DC.

PHM is currently seeking a Part-Time Assistant Property Manager for a 111-unit affordable property in Excelsior Springs, Missouri. **THIS POSITION IS AN HOURLY PART-TIME POSITION WORKING 16 TO 24 HOURS PER WEEK.**

The ideal applicant will be a bright and dynamic individual with hands-on experience and the demonstrated ability to successfully assist in the management of staff and overseeing day-to-day operations, maintenance programs, marketing and leasing activity, occupancy, financial analysis, budget preparations and annual tenant certifications. This position is 'hands on', but requires the ability to envision and create, in concert with manager, residents and staff, a harmonious, cohesive atmosphere.

Previous experience with government-assisted and subsidized housing programs is preferred but not required. Certified Occupancy Specialist and Tax Credit Certifications are required. Flexibility, positive attitude, team orientation and willingness to learn are a must! Strong verbal, written and customer service communication skills are essential; computer proficiency (specifically in MS-Word, Excel, and Outlook) is a plus, as is familiarity with Yardi software.

Salaries are competitive and commensurate with experience. Benefits are included. Interested applicants should forward their resume and cover letter to [resumes@preservationhousing.com](mailto:resumes@preservationhousing.com). Please indicate "Colony" in the subject line.

PHM is an equal opportunity employer. PHM is committed to diversity in the work force. For more information, visit us at [www.poah.org/phm](http://www.poah.org/phm).