

## PROPERTY MANAGER

Independence, 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 over 6,000 units in its portfolio, operates in nine states and Washington DC.

PHM is currently seeking a Property Manager for Hawthorne Place Apartments a 745-unit affordable property in Independence, MO. The ideal applicant will be a bright and dynamic leader with hands-on experience and the demonstrated ability to successfully manage staff and oversee 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 residents and staff, a harmonious, cohesive atmosphere.

Previous experience with government-assisted and subsidized housing programs is preferred but not required. Must be a Certified Occupancy Specialist and/ or a Tax Credit Specialist. 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 "Hawthorne" 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).