

LEASING ASSISTANT/ASSISTANT PROPERTY MANAGER

Orange Park FL

Our company is a high-performance property management affiliate of one of the nation's most accomplished affordable housing owner /developers. We manage over 6,000 units throughout the United States. We are seeking candidates for the position of Leasing Assistant/Assistant Property Manager for a tax credit / Section 8 assisted apartment development in Orange Park, Florida. This position is a Part-Time position working approximately 20 to 29 hours per week.

The ideal applicant must be certified as a Tax Credit Specialist and/or Certified Occupancy Specialist. Prefer applicants that are bilingual (English/Spanish). The 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 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 when applying for this position. Resumes can be faxed to Mariana Robaina at 305-256-6622.

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.