

## LEASING ASSISTANT

Northampton, MA

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 Full-Time Leasing Assistant for a 252-unit affordable property in Florence, MA. The ideal applicant will be a bright and dynamic person with hands-on experience and the demonstrated ability to successfully market and lease units. Applicant must be certified as an Occupancy Specialist or Tax Credit Specialist.

Previous experience with government-assisted and subsidized housing programs is preferred. 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 [dkelly@preservationhousing.com](mailto:dkelly@preservationhousing.com).

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