

## **ASSISTANT PROPERTY MANAGER**

Our Assistant Property Managers are responsible for aiding the Property Manager in the daily operations of low-income public housing developments. Tasks include properly documenting and maintaining resident files and answering incoming calls.

**To perform this job successfully, an individual must demonstrate the following competencies:**

- Work effectively with diverse economic population (must be demonstrated at all times)
- Ability to perform mathematical calculations
- Ability to communicate effectively; verbally and in writing

**Individuals must have the following qualifications:**

- High school diploma/GED required; supplemented by two years of college level course work in Business Administration or other related fields.
  - 1 year experience in public or private housing management operations
  - Experience with Microsoft Office
  - Experience in customer service (direct contact) field preferred
- Housing Authority of Kansas City, MO is an Equal Opportunity Employer and is a drug and alcohol free work environment.

POSITION IS OPEN UNTIL FILLED

Job Type: Full-time