

## **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

**Interested applicants submit resume as follows:**

Administrative Services  
Housing Authority of Kansas City, Missouri  
920 Main Street, Suite 701  
Kansas City, MO 64105  
E-mail: [agroves@hac.org](mailto:agroves@hac.org)  
FAX: 816-285-4025

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**