

Tenant Selection Screening/Leasing Coordinator

The Housing Authority of Kansas City, MO is seeking qualified applicants for the above position. This position requires strong customer service skills. Applicant is responsible for scheduling and conducting face-to-face client interviews. Must possess the ability to conduct thorough reviews and assessments of client information. Qualified applicants will have the responsibility of showing and leasing Public Housing apartments and houses. Must be able to compose simple correspondence and have the ability to read and comprehend policies, procedures and instructional memorandums. Must be detailed oriented, organized and possess basic math and excellent time management skills.

Graduation from a senior high school or GED equivalency supplemented by two (2) years of college in business administration or related field and one (1) year experience in public or private housing management operations including some resident selection experience. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Interested applicants should forward resume to:

**DIRECTOR OF ADMINISTRATIVE SERVICES
Housing Authority of Kansas City, Missouri
920 Main St – Suite 701
Kansas City, Missouri 64111
E-mail: wlowe@hac.org - FAX: (816) 285-4025**

POSITION IS OPEN UNTIL FILLED

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