

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 should submit resume or application to:

Administrative Services

Housing Authority of Kansas City, Missouri

3822 Summit

Kansas City, Missouri 64111

Email: tgumbel@hkc.org or fax: (816) 968-4225

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