

Leasing Coordinator

The Housing Authority of Kansas City, Missouri is seeking qualified candidates for the position of Leasing Coordinator. The Leasing Coordinator is responsible for assisting in managerial and administrative work involving the management and operation of Authority properties. Engage with potential residents, determine their needs and schedule appointments to conduct property tour and lease signing. *A full job description can be found on the agency website.*
www.hakc.org

Examples Of Essential Duties and Responsibilities: 1. Complies with all federal rules and regulations, as well as Authority rules and regulations. 2. Aids in enforcing occupancy policies and procedures; conducts new resident orientation; shows units, explains lease, and briefs residents on all Authority policies and procedures governing their possession and continued occupancy of the unit. 3. Accurately calculates resident's family income; determines the correct amount of rent, eligibility, deductions, continued occupancy, and unit bedroom size in accordance with occupancy policy. 4. Actively coordinates recertifications throughout the month; mail/hand deliver notification letters for annual and interim recertifications in a timely manner. 5. Mail/hand deliver delinquent notices, eviction letters, rent change notices, and other correspondence to residents when necessary.

Education And/Or Experience High School diploma/GED with Associate degree in Business, Public Administration, or Social Sciences from an accredited college or university preferred and at least two (2) years of progressively responsible experience in management or in an administrative capacity in property management or low-income housing, or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

Job Type: Full-time

Interested applicants can submit an application or resume to: Administrative Services, Housing Authority of Kansas City, Missouri, 3822 Summit Street, Kansas City, Missouri 64111
Fax: 816-968-4225