

ASSISTANT PROPERTY MANAGERS

Leasing agents with 3 years' experience will liaise between applicants, residents, Property Managers and Maintenance Techs with the goal of providing and maintaining clean, safe, pleasant and affordable housing at Famicos Foundation. The housing portfolios are in the Glenville, Hough, St. Clair and Superior neighborhoods, minutes away from University Circle. Working at Famicos provides employees with good benefits, a congenial team and an opportunity to make a difference in the community.

RESPONSIBILITIES:

Inspect property on a regular basis to assess condition of buildings and grounds, and to ensure that empty units are ready for new tenants; accompany exterminators

Interview prospective tenants and give tours of the properties

Process applications, call references and conduct credit checks

Manage records and files of current tenants

Conduct Annual recertifications & Interim certifications

Must be able to handle high volume of phone calls and take accurate, legible messages

Must be able to maintain and properly secure office files

Must be able to come to property in case of emergency

QUALIFICATIONS:

At least 3 years' experience in apartment leasing

Subsidized housing experience desired

REQUIREMENTS:

Strong MS Office skill: Word, Excel, Access, Outlook

Office management skills

Excellent verbal and written communication skills

Strong interpersonal skills

Serviceable automobile with appropriate insurance

Recertification experience desired