

## HISPANIC HOUSING DEVELOPMENT CORPORATION – Assistant Property Manager

### SUMMARY

The **Assistant Property Manager** works with the Property Manager and provides assistance and general backup to accomplish all required administrative and maintenance tasks to ensure successful day-to-day operations. In the Property Manager's absence or in emergency situations, the Assistant Manager must be able to assume the Property Manager's responsibilities under the direction of the Property Supervisor.

**ESSENTIAL JOB FUNCTIONS** include the following. Other duties may be assigned.

- ◆ Communicates all problems and special cases and makes recommendations to the Property Manager and the Property Supervisor.
- ◆ Processes recertifications (i.e., sets up interviews, assist with filling out forms, follows up with processing information, performs rent calculations, prepares leases).
- ◆ Inspects site grounds and common hallways on a regular basis.
- ◆ Monitors make-ready status of vacant apartments.
- ◆ Conducts housekeeping home visits, and marketing outreach to local agencies and businesses.
- ◆ Acts as a liaison and advocate on behalf of the residents to public and private agencies.
- ◆ Carries out rent collection program and follow-up procedures for delinquent rent and evictions in accordance with approved HHDC policies.

### MINIMUM QUALIFICATIONS

- ◆ Public Housing Experience a must
- ◆ 2+ years of multi-family or senior property management experience
- ◆ Knowledge of Fair Housing laws and regulations
- ◆ High school diploma (minimum).
- ◆ Excellent customer service skills as well as attention to detail
- ◆ Proficient with MS Office Suite, calculator/adding machines, and property management software.

### SUPERVISORY RESPONSIBILITIES

- ◆ Supervises office staff, maintenance staff, and contract workers.

EOE.

**Important:** Please indicate the position you are applying for in the subject of the fax or email. Include your salary requirements and fax resumes to 312-602-6530, Attn: HR or email to [recruiting@hhdevcorp.com](mailto:recruiting@hhdevcorp.com).

**Principals only -- No Recruiters**