**Union Housing Authority, Union, SC**

**Position: Multi-Family Property Manager**

The Union Housing Authority has a vacancy for a Multi-Family Property Manager to manage its Lakeside Manor Apartments Complex. This position is under the supervision of the Executive Director and Assistant Director/Financial Officer. The Property Manager greets applicants, tenants and other visitors with a helpful and friendly attitude. The Property Manager will interview applicants and process all new tenant applications, conduct background checks, obtain tenant verifications, collect and record rental payments, prepare and conduct re-certifications and conduct inspections as required. The incumbent is responsible for performing moderately difficult clerical tasks in maintaining financial accounts and records, and in receiving payments in accordance with housing authority practices. This position will be responsible for maintaining tenant files, waiting lists, and preparing HUD reports. The Property Manager handles all correspondence between the Housing Authority, tenants, employers and other outside agencies, prepares the property for management reviews and other inspections. The Property Manager will be required to enforce all policies and procedures including Lease Agreements and House Rules. This position requires the exercise of independent judgement, initiative and discretion based on knowledge of policies and procedures. The incumbent must possess a high school diploma or GED and five years responsible administrative and/or management experience. Higher education is preferred. Must have computer skills and a working knowledge of Microsoft Office software. Must possess a valid SC Driver’s License and pass a criminal background check. May be subject to drug screening. Salary is based on qualifications and experience.

To apply, email a resume with work experience and references to rlittlejohn@unionhousing.org or mail to:

Union Housing Authority

Attn: Lakeside Vacancy

PO Box 664

Union, SC 29379

Vacancy open until filled. Union Housing Authority is an Equal Opportunity Employer.