

Assistant Property Manager

The Greensboro Housing Authority (GHA) is comprised of more than 100 housing and business professionals who are dedicated to making GHA stand out as Greensboro's largest provider of affordable housing, while offering the best real estate and property management services in the country. Our team members experience a stimulating and rewarding work environment and are committed to making a difference in our community to produce opportunities for LIFE SUCCESS™.

General Description

Under general supervision of the Property Manager, recommend and administer policies and procedures designed to manage the assigned housing communities, including the physical and social aspects to accomplish established Greensboro Housing Authority objectives. Work involves providing input to the Property Manager on the establishment of objectives, operating procedures and budgets concerning eligibility for the Project Based Voucher (PBV), Low Income Housing Tax Credit (LIHTC) and Public Housing (PH) assistance programs. Assist with the direction of the maintenance of the property under direct leadership of the Property Manager. Employee must exercise considerable independent judgment and initiative in interpreting unusual data, which may affect admission or occupancy. Employee will also fill-in for the Property Manager in case of absence. Employee must also exercise tact and courtesy in frequent contact with residents, Authority employees, local officials and the general public. Reports to the Property Manager.

Requirements

High School Diploma and/or Bachelor's degree in business administration, public administration, housing management or related field, and 1 to 3 years of experience in housing management; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Special Requirement

Possession of a valid driver's license issued by the state of North Carolina with a safe driving record.

Closing Date: Open until Filled

How to Apply

If you are interested in applying, please email your resume to Human Resources, Josie Rubalcava (jrubalcava@gha-nc.org), and complete the online application by visiting our website (www.gha-nc.org) and clicking on "Working for GHA".

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. We abide by the Drug Free Workplace Act, which includes pre-employment testing. GHA participates in E-Verify. To access E-Verify's Participation Posters visit www.dhs.gov/e-verify and then go to Publications.

