



Assistant Property Manager – Part Time

POAH Communities is a high-performance property management affiliate of one of the nation's most accomplished affordable housing owner /developers. We manage over 8,700 units throughout the United States. We are seeking candidates for a part-time position of Assistant Property Manager for a tax credit / Section 8 assisted apartment development in Providence, Rhode Island.

The ideal applicant must be certified as a Tax Credit Specialist and/or Certified Occupancy Specialist. The applicant will be a bright and dynamic individual with hands-on experience and the demonstrated ability to successfully assist in the management of staff and overseeing day-to-day operations, maintenance programs, marketing and leasing activity, occupancy, financial analysis, budget preparations and annual tenant certifications. This position is 'hands on', but requires the ability to envision and create, in concert with manager, residents and staff, a harmonious, cohesive atmosphere.

JOB REQUIREMENTS

Previous experience with government-assisted and subsidized housing programs is required. Flexibility, positive attitude, team orientation and willingness to learn are a must! Strong verbal, written and customer service communication skills are essential; computer proficiency (specifically in MS-Word, Excel, and Outlook) is a plus, as is familiarity with Yardi software. Bilingual in Spanish strongly desired.

Salaries are competitive and commensurate with experience.

To apply, please forward your resume and cover letter via email to Ana Serrano at aserrano@poahcommunities.com

POAH Communities is an equal opportunity employer and we are committed to diversity in the work force.

For more information, visit us at www.poahcommunities.com.