

BECOME AN ASSISTANT PROPERTY MANAGER

Assist with the efficient operation of an apartment community

www.neahma.org

How to become a Property Manager?

- *Minimum two years in property management industry*
- *Strong Customer Service Skills*
- *Working knowledge of HUD policies and procedures*

WHAT DO YOU DO?

Assist in overseeing the day-to-day operations of the apartment community. Perform tasks associated with the operation of the property including leasing, rent collection, maintenance oversight. Ensure compliance with HUD/State agency regulations. You may have supervisory responsibilities.

WORK ENVIRONMENT

An Assistant Property Manager works in a fast paced, constantly changing environment. This is a full time position.



Please join us in the rewarding career of Property Management