

February 23, 2018

JOB POSTING

PLEASE PLACE IN A CONSPICUOUS PLACE AT ALL GHA WORKSITES

PROPERTY MANAGER

The Gary Housing Authority (GHA) currently under a Cooperative Endeavor Agreement with the U.S. Department of Housing and Urban Development is currently accepting applicants interested in a Property Manager position with the GHA. Under the direction of the Director of Asset Management, the Property Manager is responsible for the overall operation of the property, and the day to day implementation of those policies, procedures and programs that will assure a well-managed, well-maintained building and/or family site.

The Property Manager must have strong interpersonal skills, exercise good judgment and discretion in dealing with residents, visitors, vendors, and staff. The Property Manager is required to provide leadership in developing a community and in directing the staff. The Property Manager is required to plan and manage capital projects and routine and preventative maintenance programs. The position requires the ability to manage contracts, contractors and vendors. The ideal candidate should possess strong communication skills, both verbal and written; impeccable customer service skills; marketing skills; and a professional demeanor at all times. The candidate must be proficient in MS Office. The candidate must be proficient in Real Estate and Property management software such as Yardi.

It is preferred that the qualified candidate have a Bachelor's Degree in Business or other related field, as well as 2-5 years of experience in residential property management or other field that involves customer service or program compliance and one year in a supervisory role or equivalent combination of education and experience. Must have experience with REAC and PHAS and be certified as a Public Housing Manager and certified as an Occupancy Specialist or must obtain certification within one year from date of employment.

Please send your resume and letter of interest via U.S. Postal Service:

**Willie Cook, Human Resources
Gary Housing Authority
578 Broadway
Gary, IN 46402**

Resumes can also be faxed to: 219 881-6414 or sent via email to: wcook@garyhousing.org

No telephone calls will be accepted.
This position is considered open until filled.