

Property Manager

Warren County, MO

NECAC, a 12 county area not-for-profit social service, community health, public housing and community action agency seeks a full-time Property Manager for our apartments in Warren County MO. Regular work hours will be Monday – Friday; 8 a.m. – 5 p.m. The position will work under the direction of the Property Management Director and involve contact with the public, visitors and clients, work on special projects; attend meetings; follow through on requested information, to include agendas, mailings and registration. The complexes are: Donna Marie Apartments (24 units), Jonesburg Apartments (8 units), Wright City Apartments (23 Units), Montgomery City Apartments (16 Units), and Fairview Estates (16 units).

Candidates must possess a high school diploma or GED, along with excellent people skills. This position is responsible for all aspects of rental property management for income based tenants and maintaining related files and records. Successful candidate must possess good communication and organizational skills, have knowledge of leases and rental units, a working knowledge of computers, including e-mail capability and Excel spreadsheet usage. This position requires the ability to properly serve elderly, disabled, and low-income tenants and clients. Previous property management experience with income based knowledge preferred. .This full-time position has a starting wage of \$13.00 an hour, and an excellent benefit package that includes 100 % agency paid health insurance with dental and vision, agency provided 401(k) retirement plan, 14 paid holidays and accumulative vacation days and sick days. A valid driver license and a reliable and insured vehicle are required.

To apply, MAIL cover letter and resume to NECAC Personnel Officer, P.O. Box 470, Bowling Green, MO, 63334, or EMAIL to ccox@necac.org, or FAX to 573-324-3960. Because most correspondence is done by email, a valid email address must be on your application or resume. You may also obtain an application at any NECAC Service Center. For further information, call 1-800-748-7636 or visit our website, www.necac.org. EOE/M/F/D/V