

**PROPERTY MANAGER
CONTRACTED, PART-TIME
KIRKSVILLE, MO**

NECAC, a 12-county area not-for-profit social service, community health, and public housing agency, has an opening for a contracted Part-Time Property Manager to manage the Kirksville Apartment Complex in Kirksville. 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 excellent communication skills, excellent 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 a high degree of competency in dealing with elderly, disabled, and low-income tenants and clients. Previous property management experience with income based knowledge preferred. Must have a valid driver's license and an insured, dependable vehicle. Part time work hours will not exceed 8 hours per week. Starting wage of \$10.00 - \$11.00 an hour based upon qualifications and experience.

Please mail resume and cover letter to: NECAC-Personnel Officer, P.O. Box 470, Bowling Green, MO 63334 OR e-mail to dpage@necac.org OR fax to 573-324-3960. Alternatively, you may obtain an application at www.necac.org and mail in as well. Please ensure you give a valid email address as that is the main method of correspondence. EOE/MFDV