

PROPERTY MANAGER Palmyra, 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 its apartment units at Anderson Estates in Palmyra, MO. 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. Must have a valid driver's license and an insured, dependable vehicle. Part time work hours will normally not exceed 24 hours per week. Starting wage of \$12.00 an hour.

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. Be sure to include an email address as this will be the method of any written communication with applicants. For further information, call 1-800-748-7636 or visit our website, www.necac.org. EOE/M/F/D/V.