

PROPERTY MANAGER Warren County, MO

NECAC, a 12-county area not-for-profit social service, community health, and public housing agency, has an opening for a contracted Property Manager to manage a number of apartment complexes in and around Warrenton, MO. 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). 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 not exceed 40 hours per week. Starting wage of \$10.00 an hour. Non-benefit position except for agency-contributed 401(k) retirement plan.

To apply, MAIL cover letter and resume to NECAC Personnel Officer, P.O. Box 470, Bowling Green, MO, 63334, or EMAIL to dpage@necac.org, or FAX to 573-324-3960. For further information, call 1-800-748-7636 or visit our website, www.necac.org. EOE/M/F/D/V.