

PROPERTY MANAGER Milan and Kirksville Apartments

NECAC has an opening for a contracted Part-Time Property Manager to manage its apartment units at Milan and Kirksville, 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, a working knowledge of computers, including e-mail capability. This position requires the ability to properly serve elderly, disabled, and low-income tenants and clients. Previous property management experience preferred but not required. 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 \$11.00 an hour. Company paid 401K provided.

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.