

## **ASSISTANT PROPERTY MANAGER**

The Housing Authority of Kansas City, Missouri is seeking qualified applicants for the position of Assistant Property Manager.

This position is responsible for providing assistance to the Property Manager in the collection of rents, both current and delinquent. It is the responsibility of this position to also assist in the initiation of all lease renewal notices, delinquency notices and eviction proceedings. The Assistant Manager must properly document and maintain resident files as well as answer telephones and other clerical responsibilities as assigned

### **MINIMUM QUALIFICATIONS:**

Graduation from a senior high school supplemented by two years of college level course work in Business Administration or other related fields. One (1) year experience in public or private housing operations. Must possess good mathematical and clerical skills. Experience in customer service field desired, preferably with direct customer contact..

Interested applicants submit resume as follows: Administrative Services, Housing Authority of Kansas City, Missouri, 920 Main St., Suite 701, Kansas City, MO 64105  
E-mail: [wlowe@hakc.org](mailto:wlowe@hakc.org) or FAX: 816-285-4025

EOE