



## **EMPLOYMENT OPPORTUNITY**

April 19, 2023

---

### **ASSISTANT COMMUNITY MANAGER**

Property Management Department seeking an Assistant Community Manager for a LIHTC apartment community located in the Ft. Lauderdale area. Responsible for assisting the Community Manager with all facets of the daily operation of the property. Duties will include, assisting with staff management, marketing, leasing, renewals, collections, and financial reporting. Must have outgoing personality, strong communication skills and be able to multi-task.

#### **QUALIFICATIONS:**

- High school diploma or equivalent is required; some college preferred.
- Minimum 2-3 years property management/leasing experience preferred; Project Based Section 8 experience a plus.
- Computer literacy required; MS Word, Excel, and Outlook. Yardi experience a plus.
- Excellent interpersonal skills.
- Must have a valid Florida Drivers' License.

**SALARY RANGE: \$36,067.20 – 50,918.40**

**Excellent Benefits Package**

Qualified candidates should fax or e-mail their resume and a letter of interest to the Human Resources Department. E-mail [jobs@hacfl.com](mailto:jobs@hacfl.com)/or fax to 954-556-4122

**NO PHONE CALLS OR WALK-INS**

**Open Until Filled**

EQUAL OPPORTUNITY EMPLOYER