



## **EMPLOYMENT OPPORTUNITY**

September 12, 2023

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### **COMMUNITY MANAGER**

Property Management Department seeking a Community Manager for a LIHTC apartment community located in the Ft. Lauderdale area. The Community Manager is fully accountable for all day-to-day property operations. Areas of responsibility include, not limited to, Leasing, Maintenance, Personnel Management, Day to Day Financial Operations. Must be able to work evenings and weekends.

#### **QUALIFICATIONS:**

- Minimum of 2 years property management experience; Section 8 Project Based experience preferred
- High School Diploma; College degree preferred
- Proficient in Microsoft Office Suite, including Word, Excel, and Outlook as well as property management software applications
- Certified Apartment Manager (CAM) or Accredited Resident Manager (ARM) preferred
- Certified Occupancy Specialist (COS) or C3p Tax Credit Certification preferred
- Demonstrate ability to apply principles of logical thinking to define problems, collect pertinent data, establish facts, draw valid conclusions, and initiate appropriate course of action
- Effectively convey ideas, images, and goals to a diverse group of personalities

**STARTING SALARY RANGE: \$54,067-\$61,361**

**EXCELLENT BENEFITS PACKAGE**

**OPEN UNTIL FILLED**

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

**NO PHONE CALLS OR WALK INS**

**Equal Opportunity Employer**