



EMPLOYMENT OPPORTUNITY

January 11, 2024

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/or fax to 954-556-4122

NO PHONE CALLS OR WALK-INS

Open Until Filled

EQUAL OPPORTUNITY EMPLOYER