



FLINT HOUSING COMMISSION

*3820 Richfield Rd.
Flint, MI 48506
Phone: (810) 736-3050
www.flinthc.org*

FLINT HOUSING COMMISSION'S OPEN POSITIONS

Assistant Property Manager (Full-time)

The Assistant Property Manager assists in the management of the day to day operations of FHC properties inclusive of, but not limited to, assisting with the duties of leasing units, processing move-outs, evictions, tenant counseling, and site visits.

Qualifications:

- Associate Degree in Business Administration, Public Administration, or related field or equivalent work experience.
- One (1) year experience in public housing and leasing properties.
- Demonstrated skills in working independently; effective communication with a variety of visitors, clients, and staff; must be able to plan, organize and make sound judgments and decisions; utilize proper grammar, punctuation, spelling and correct arrangement of information; and use computer software such as database and word processing.
- Successful completion of Rent Calculation within one (1) year of employment or promotion.
- Possession of a valid Michigan Driver's License

Applications will be accepted until the position is filled.

To Apply:

All interested candidates must send their resume' and cover letter to humanresources@flinthc.org