

Assistant Manager



Nelson & Associates, Inc. is hiring an Assistant Property Manager for Victory Park and Orangewood Park Apartments, both 100-unit USDA RD 514/516 multifamily affordable housing properties located in Vero Beach, Florida, owned by the Indian River County Housing Authority. Job Duties are as follows:

Assists in the performances of the administrative and management functions involved in the operations of the Property.

Report to Property Manager, Vice President or President as directed

Interact with Residents, Owners, government officials and others professionally

Maintain high occupancy levels

Assist with maintenance oversight and the bid solicitation process

Assist with the certifications / recertifications process

Assist with move-in, annual inspections and housekeeping inspections

Assist in the collection of rents and prepare related computer output.

Assist with keeping all files in order and ensure all documents are signed

Maintain proper maintenance of tenant files and computer records to ensure accuracy

Assist in filing of vendor invoices, tenant documents and files

Ensure all documents are third party and verified

Respond to housing inquires in a timely manner

“This institution is an equal opportunity provider, and employer.”

Assist with resident and applicant orientations
Communicate effectively both orally and written
Assist other staff as directed by supervisor
Assist with computer center for residents
Encourage Social Service Programs
Performs related duties as assigned

QUALIFICATIONS:

Must be experienced in the management of USDA RD or Section 8 housing. Certified Occupancy Specialist (COS) or Section 515 designation preferred. Minimum two (2) years' experience in property management at the level of Site Manager, Assistant Site Manager, or another similar supervisor position. Must demonstrate excellent verbal and written communication skills. Must possess basic knowledge of accounting and administrative procedures. Basic computer literacy, preferably with knowledge of Word Perfect and One Site. Employee must be bondable and have valid driver's license.

Fluent in creole a plus!!!

**Only qualified applicants need apply. Send resumes to:
ramona.hyson@nelsonasc.com**