



Position Available
At
The Woods at Yorktown Apts.

Assistant Property Manager & Leasing Consultant

Progressive non-profit affordable housing community in Yorktown, VA is seeking a motivated individual to join our staff. Duties include assisting the Property Manager with:

- Marketing and leasing units in a timely manner
- Collecting, posting, and depositing rent in a timely manner
- General Office and Receptionist duties

Successful candidate will:

- Computer literate in the areas of Word, Excel. Yardi Voyager experience a plus.
- Be able to establish effective relationships with tenants and co-workers
- Possess knowledge of residential property management functions
- Previous leasing experience required
- Have good organizational, customer service, and communication skills
- Possess a high school degree or the equivalent

This position is a full time position with excellent pay and benefits. Salary is commensurate with experience.

To apply, please complete an [Employment Application](#) and email your letter of interest, application, and resume to tjones@chpc2.org or fax to 757-888-8023 by February 10, 2012. An application must accompany resume in order to be considered.

Community Housing Partners is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of creating affordable, sustainable housing opportunities in the communities we serve.