



## WE ARE HIRING

The San Benito Housing Authority is seeking TWO individuals to fill these positions:

### PROPERTY MANAGER (TAX CREDIT)

Will be responsible for the overall management, operations, and admissions for a LITC property in the agency's portfolio. Ideal candidates should possess:

- A combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position such as apartment leasing and marketing fundamentals, and event organizing for all residents
- Strong initiative and customer service orientation, and strong interpersonal skills and ability to deal with a diverse type of people
- The ability to communicate clearly and concisely, both orally and in writing, English and Spanish
- The ability to maintain required records such as resident files, vacancy reports, etc, and ability to meet deadlines
- Strong computer skills

### CUSTODIAN

Performs technical work in cleaning and/or building maintenance function. Ideal candidates should possess:

- A High School diploma or GED and at least two (2) years of experience in custodial or general cleaning work, or an equivalent combination of education, training, and experience to fulfill the essential job duties
- The ability to sweep, mop, scrub, and vacuum hallways, stairs, office spaces, and vacated apartments; clean windows and glass doors on a daily basis.
- The ability to maintain clean building, clean and disinfect restrooms and floors, and buff floors.
- The ability to empty waste receptacles and properly dispose of trash.
- Working knowledge of mobile devices such as a tablet.

Submit your application and resume to:

San Benito Housing Authority

1400 N. Reagan

San Benito, TX 78586

956-399-7501

For more information,

Visit: [www.sanbenitohousing.com/employment/](http://www.sanbenitohousing.com/employment/)

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