



PROPERTY MANAGER STONE VILLAGE

The San Benito Housing Authority is seeking an individual as a **Property Manager** for a mixed-income property. Work involves managing the operations of an assigned community including leasing units and ensuring compliance with applicable regulations, and Housing Authority policies. 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 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
- Strong organizational skills and the ability to maintain required records such as resident files, vacancy reports, etc, and the ability to meet deadlines
- Strong computer skills

Position open until filled

Submit application and resume to:

info@sanbenitohousing.com

or in person at

1400 N. Reagan

San Benito, TX 78586

956-399-7501

www.sanbenitohousing.com/employment

Equal Opportunity Employer

2/1/2024