

TGHA Assistant Property Manager (LIHTC) Job Posting

The Organization

The Greenville Housing Authority (“TGHA” or the “Authority”), located in Greenville, South Carolina, is a real estate development entity with a social mission of preserving and creating communities of opportunity. As a truly great community, Greenville, South Carolina, offers affordable housing for people across the income spectrum, and TGHA is the catalyst for affordable housing in the Greenville area.

The Position

The **Assistant Property Manager** at **TGHA** will provide clerical and administrative support for residents of the Authority’s Low Income Housing Tax Credit (LIHTC) properties. This position requires public contact; a strong sense of tact, discretion, and confidentiality; a thorough knowledge of the Authority’s programs, projects, and activities; and the ability to conduct projects independently.

Example Listing of Tasks:

- Greets housing residents, applicants, and the public with professional courtesy, tact, and respect.
- Collects rent and other charges from residents and enters corresponding data into computer system.
- Provides individuals with applications for admission and re-certification forms; provides general instructions on completing the forms and documents needed at the time of interview.
- Maintains an onsite presence and is readily available to residents during established business hours for the assigned development.
- Assists with administrative management of property by performing duties including conducting re-examinations and inspections, addressing resident concerns in a professional manner, enforcing property rules and lease requirements, and maintaining associated records.
- Shows vacant units to applicants and provides applicants with information about the apartment, community, amenities, and other information.

The Desired Applicant

- High School Diploma or GED and a minimum of two (2) years of administrative experience in property management.
- Low Income Housing Tax Credit (LIHTC) Property Management Certification and at least two years actual work experience.
- Must possess a valid driver’s license and be insurable under the Authority’s plan.
- Proficiency in Microsoft Office software (Excel, Word, and PowerPoint) preferred.

An equivalent combination of education and experience may be considered.

What TGHA Offers

- Compensation is commensurate with experience.
- Comprehensive and competitive benefits package

To apply: Please email your cover letter and resume to recruit@humancapitalinitiatives.com with “TGHA Assistant Property Manager” in the subject line. To view a complete job description, visit



<http://humancapitalinitiatives.com/news-and-opportunities/>. Please do not contact TGHA directly.

The TGHA is an Equal Opportunity Employer and provides Equal Housing Opportunities.