



# Employment Opportunity

CHMI is now accepting employment applications for one full-time **Property Manager** to manage properties to be assigned by management.

Duties include collecting rents, preparing reports for agencies such as HUD, USDA, TCAC, and HOME, reviewing housing applications, preparing leases, performing inspections of units and the properties, and maintaining tenant files.

Qualifications: Must have good computer skills, including proficiency in Microsoft Office applications, specifically Word and Excel; good math skills; good interpersonal skills; and the ability to effectively communicate orally and in writing in English.

The salary for this position is \$26.00 to \$28.00 per hour.

RESUMES/APPLICATIONS WILL BE ACCEPTED UNTIL 4:00 p.m. on FRIDAY, OCTOBER 11, 2024.

CHMI is an Equal Opportunity Employer and our process ensures fairness to all applicants.

For more information please contact Gaby Plascencia-Moncada via e-mail at [employment@chispahousing.org](mailto:employment@chispahousing.org).