

Norwich Housing Authority – Property Manager

Full time position. Responsible for the management and operation of several housing projects and ensuring that program operations meet applicable Federal, State and local regulations and requirements. Proficient with Microsoft Office, Excel and Outlook. Must have and maintain a valid State of Connecticut driver's license and have own vehicle. High school diploma or equivalent, plus a minimum of two (2) to four (4) years experience in property management required. Associate degree in Business Administration or its educational equivalent may be substituted for up to two (2) years experience. Must be a Certified Public Housing Manager (PHM) within one (1) year of appointment. Hourly pay rate of \$26.00 for a 35 hour workweek with benefits. Must reside in the State of Connecticut and live within twenty-five (25) miles of the Authority's main office, which is located at 10 Westwood Park, Norwich, CT. Submit cover letter and resume indicating all relevant qualifications, including four (4) work references, by February 7, 2020 close of business to: Executive Director, Norwich Housing Authority, 10 Westwood Park, Norwich, CT 06360. Candidates being considered for appointment must pass a complete post-offer medical examination, including a drug screening, prior to appointment. The Authority is committed to a policy of affirmative action and equal employment opportunity. The Authority reserves the right to extend the closing date for the submission of applications without additional notice, or to readvertise for the position.