

AFFORDABLE HOUSING PORTFOLIO MANAGER

The Millennium Group is a growing real estate management company that specializes in leasing and management of market rate, HUD and tax credit (LIHTC) based affordable rental housing in Connecticut. We are looking for an individual who is highly motivated, conscientious and is detail oriented. The ideal candidate will provide a variety of property management services to Westport Housing Authority's and Fairfield Housing Authority's housing assets. You must be able to work within a team, be an effective communicator with the client and deliver quality customer service to the residents of the portfolio. We are currently seeking applicants for our newly redeveloped Westport/Fairfield apartment portfolio of 301 affordable apartment units.

Responsibilities include but not limited to:

- Leasing and marketing of affordable apartments through print media advertising program, outreach programs and effective wait list management.
- Tracking and administering move-in schedules and apartment turnover schedules.
- Interaction with existing tenants in a customer service capacity to facilitate lease renewal transactions and apartment work order needs.
- Interaction with local housing authorities and other state and local agencies for processing of applicants.
- Lease enforcement;
- Tenant Relations - Complete rental agreements, annual income certification compliance paperwork, select qualified tenants, collects and deposits rents, enforces the terms and conditions contained in the rental agreements and resolve tenant complaints.
- Asset preservation and physical needs assessments.
- Manage a site-based budget
- Must be able to work closely with company and client employees in a team capacity to facilitate the overall efficient and smooth operation of six (6) affordable rental apartment communities comprising 301 units.

Requirements include:

- Working knowledge of Windows based programs (Word, Excel etc.).
- HUD Occupancy Specialist training a plus
- Must be systems oriented and be able to multi-task.
- Experience with the LIHTC program a plus.
- Customer service abilities are extremely important.
- Strong written and verbal communication skills
- Basic knowledge of Fair Housing Laws
- Bi-lingual a plus

Salary commensurate with experience. Full Benefits package and 401k.

Send resume and salary requirements to The Millennium Group at:
cwhitaker@millennium-realty.com