



Legacy is seeking a full-time Office Manager to assist the Property Manager with day-to-day operations at a tax credit / public housing community located in Detroit, Michigan. This position is responsible for providing outstanding customer service in addition to processing applications, completing recertifications, entering payables, leasing available units, rent deposits and payments, reviewing and processing work orders, completing inspections, and performing a wide range of administrative and office duties. The Office Manager is a vital part of our team and must be organized and highly detailed with the capability to track and meet deadlines. In addition, teamwork with the ability to work within different departments and with other staff is necessary to be successful as this position is responsible for assisting with resident legal processing.

Requirements:

- High School Diploma or GED required; some property management experience preferred but not required
- Ability to complete high quality work and meet deadlines while multitasking in a fast-paced environment
- Awareness of Fair Housing rules and regulations preferred
- Strong client service and administrative skills to handle confidential information
- Must be efficient with strong attention to detail
- Strong organizational, problem solving and written and verbal communication skills
- Real Estate license required within 6 months of employment
- Tax Credit Specialist Certification preferred
- Certified Occupancy Specialist Certification preferred
- Proficiency in MS Office products
- Yardi experience preferred

Qualified candidates should email your resume to: recruiting@legacypmc.com

An Equal Opportunity Employer, our employees are our most valuable asset and Legacy is committed to fostering, cultivating and preserving a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and Legacy's achievement as well.