# Housing Authority of Jackson County

## Portfolio Manager

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| **Position** | Full Time \| Portfolio Manager I |
| **Department** | Property Management |
| **Salary** | ($24.49/hr. -$32.20hr.) |
| **Apply** | HERE |
| **Deadline** | Open Until Filled |

### About the Role

The Portfolio Manager is a hands-on, day-to-day role supporting HAJC's properties, residents, and property management team. You'll be a go-to contact for tenants at your assigned properties, help keep units and grounds in good shape, follow up on rent and lease matters, and keep tenant files and correspondence organized. This role is a great fit for someone who is organized, steady under pressure, and genuinely cares about the people who live in our communities.

### Key Responsibilities

- Serve as a point of contact for tenants and respond to questions, concerns, and complaints
- Explain lease terms, rent payments, and house rules to residents and applicants
- Conduct regular site visits and report property condition concerns
- Submit and follow up on maintenance work orders with the maintenance team
- Follow up on late rent, issue lease notices, and set up repayment plans using established procedures
- Maintain organized tenant files and prepare routine tenant correspondence
- Connect residents with community resources and social service referrals
- Support the property management team with special projects and other duties as assigned

### What We're Looking For

- **Education/Experience:** Bachelor's degree in a related field plus two years of property management or related experience. Equivalent combinations of education and experience considered.
- **Knowledge:** Basic landlord/tenant practices, Fair Housing, and community resources available to low-income individuals and families; Microsoft Office.
- **Skills:** Clear communication, customer service, conflict resolution, organization, and follow-through.
- **Abilities:** Stay calm and professional in difficult situations, manage competing priorities, work independently and as part of a team, and maintain confidentiality.
- **License:** Valid driver's license and satisfactory driving record required; regular local travel to properties.

*We encourage qualified candidates to apply even if they don't meet every listed qualification. If you meet the key requirements and believe your skills and experience would make you a strong fit, we want to hear from you. Use your cover letter to highlight your strengths and explain how you would approach areas where you have less experience. Direct questions about qualifications to Human Resources.*

***VETERAN'S PREFERENCE:***

*If you are a Veteran and want to apply for Veteran's Preference, please submit a copy of your DD214/215, certificate of honorable discharge, and if disabled, a public employment preference letter from the U.S. Department of Veterans Affairs. Attach these documents to your online job application at the time of submission to receive preference. No late submissions will be accepted.*

***EQUAL OPPORTUNITY EMPLOYMENT:***

*The Housing Authority of Jackson County gives consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, physical or mental disability, political affiliation, sexual orientation, gender identity, source of income, familial status, or any other non-merit factor. The Housing Authority of Jackson County complies with the Americans with Disabilities Act. If you consider yourself disabled and require assistance in the application process, please contact the Human Resources Department.*