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Office Mgr / Occupancy Specialist (3 years Tax Credit/Section 8 Required)

Manor Management Services, Inc. [🔗](#)

Portland, OR 97202

\$24 - \$32 an hour - Full-time

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Profile insights

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Skills

Team management *(Required)* ▾

Section 8 *(Required)* ▾

Office management *(Required)* ▾

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Do you have experience in **Team management**?

[Yes](#)

[No](#)

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Job details

Here's how the job details align with your [profile](#) [🔗](#).



Pay

\$24 - \$32 an hour ▾



Job type

Full-time ▾



Shift and schedule

Monday to Friday ▾

Benefits

Pulled from the full job description

- 401(k) matching
- Employee assistance program
- Vision insurance
- Dental insurance
- 401(k)
- Health insurance
- Paid time off

Full job description

Overview

Now Hiring for an Office Manager / Occupancy Specialist - Full-Time

This opening is at a large affordable senior housing facility located in Portland, Oregon. The position is full-time and on-site only. No remote work.

This position requires a highly organized, computer savvy (proficient in excel and word), skilled effective communicator.

Competitive wage and excellent benefit package. Monday – Friday, 40hrs a week, onsite work schedule.

Experience

- Tax credit and Section 8 processing experience - minimum of 3 to 5 years experience is required.
- Proven experience in team management, demonstrating the ability to lead and motivate a diverse group of individuals.
- Strong organizational skills with a keen attention to detail, capable of managing multiple tasks simultaneously.
- Experience in schedule management, ensuring that all activities are aligned with organizational goals.
- Familiarity with clerical tasks and office management practices is essential.

We invite qualified candidates who are passionate about affordable senior housing to apply for this exciting opportunity as an Office Manager / Occupancy Specialist.

Please mail a copy of your resume to:

Manor Management Services, Inc.

12901 SE 97th Ave.

Suite 220

Clackamas, OR 97015

Or email a copy of your resume to:

hollie@manormangement.com

Job Type: Full-time

Pay: \$24.00 - \$32.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Paid time off
- Vision insurance

Experience:

- Section 8 & Tax Credit Compliance (LIHTC): 3 years (Required)

Ability to Commute:

- Portland, OR 97202 (Required)

Ability to Relocate:

- Portland, OR 97202: Relocate before starting work (Required)

Work Location: In person

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

Report job


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