



JOB BULLETIN

From: Lisa Oksuita HR Generalist

Date: November 2, 2017

Housing Coordinator – Property Management

Work site: CAPsell Building, Wautoma

Start Date: as soon as possible

Starting Pay: \$17.01-\$18.57 per hour, depending on experience

Status: Full time, 37.5 hours per week

Benefits: Paid time off, holidays, 401K, life insurance
access to health, dental, vision and disability insurance.

Duties: Coordinate rental housing program, including accepting and processing applications, marketing and leasing apartments, and maintaining data in property management software program.

Minimum Qualifications:

- A. BA/BS in related field (marketing, business communication, advertising, sales) and three years' experience in housing counseling, residential property management, residential mortgage lending, marketing or real estate; or,
- B. Non-related BA/BS degree and four years' relevant experience (as stated above); or
- C. High school diploma plus specialized training through the Institute of Real Estate Management plus four year's relevant experience; or
- D. High school diploma and six years' relevant experience (as stated above).

Deadline to submit resume & cover letter: 5 pm Monday, November 13, 2017

CAP Services is an Equal Opportunity Employer