

JOB POSTING

PROPERTY OFFICE CLERK

Under the supervision of the AMP Director or Assistant Community Manager, the Property Office Clerk is expected to perform such duties as, maintenance of all resident files, reconciliation of daily work order logs, data entry, and other clerical tasks.

The Property Office Clerk is responsible for:

- Setting and prioritizing appointments for admissions and recertifications
- Answering phones and directing calls to appropriate personnel
- Interviewing prospective clients and showing available apartments
- Explaining lease agreements, rules, and regulations concerning the property and living areas
- Handling tenant complaints and forwarding information to appropriate personnel
- Preparing necessary documents for processing and scheduling move-ins
- Receiving rent payments, and maintaining extermination lists

Minimum Qualifications:

- High School Diploma or GED
- Ability to accurately perform basic mathematical calculations
- Ability to accurately type 50 wpm
- Effective computer software skills utilizing word processing and database management programming
- Effective oral and written communication skills
- Valid Indiana driver's license
- Must be a Marion County resident, or willing to relocate to Marion County within six months from date of hire

For consideration, please contact, or send resume to:

Indianapolis Housing Agency
Human Resources Department 1919 N. Meridian Street
Indianapolis, IN 46202
Email: jobs@indyhousing.org
Job Line: (317) 261-7232
Fax: (317) 261-7176

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