

Employment Opportunity
New Boston Property Management
Housing Manager/Occupancy Specialist

The New Boston Property Management owns/manages 343 apartments and houses and is soliciting qualified applications for full time employment as a multi-tasking Housing Manager. Ability to communicate clearly both verbal and in writing. Spanish is a plus. Emphasis on customer service and being positive with people. Comfortable with Microsoft Office programs, database entry and digital filing. Must be detail-oriented, strong in math calculations, display organizational skills and multi-tasking. Must pass drug and criminal history screening. Oversee and manage property leases for various housing programs by calculating income-based rent, lease compliance and enforcement. Travel is required. Wages starting at \$16.00/hr, negotiable due to experience. Full benefit package after introductory period to include insurances and retirement. Apply online at www.NETXproperties.com under "About Us" tab. Open until filled. Equal Employment Opportunity. Posted 04/18/22