



MDHA is a non-profit, public agency serving Nashville and Davidson County.
Its mission is to create affordable housing opportunities for
Nashvillians, nurture our neighborhoods and build a greater downtown.

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION**

**Position Open: November 30, 2017
Position Closing Date: Open Until Filled**

Job Announcement

Position: Leasing Assistant Salary Range: \$35,420 - \$46,048 annually, plus benefits

Are you looking for an Organization with an 80 year lifespan that has completely changed the face of Nashville? If so you've come to the right place. Come join our team as a Leasing Assistant at MDHA. In this role, you will perform a variety of financial and administrative duties supporting the property manager, as well as data entry under the supervision of the Property Manager or Senior Leasing Assistant. Leasing assistants are responsible for providing administrative support, customer service, clerical expertise, general accounting and leasing duties of an affordable housing property.

General duties include but are not limited to assisting with applications, move-ins, recertification's and move-out processes, preparing and maintaining complete resident files. Accurately charging and posting rent payments, processing daily banking reports, and calculating rent, late fees and other charges to be posted to residents' accounts. A potential leasing assistant would be responsible for answers telephone calls, handling residents' complaints and requests in a courteous manner. Performing back-up duties in property managers' absence, and maintaining regular communication with property manager. The ideal candidate to join our team should be known for having integrity and the ability to deliver exceptional customer service.

REQUIRED EDUCATION AND EXPERIENCE

Two years of college education plus one (1) year of experience in property management, leasing or apartment rental experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ❖ Knowledge of the principles and practices of affordable housing and federal, state and local laws and regulations governing housing operations;
- ❖ knowledge of general accounting, budgeting and procurement policies and practices;
- ❖ ability to make good decisions, work, and follow policies and procedures
- ❖ ability to maintain courteous communications with residents, applicants and the general public;
- ❖ ability to establish working relationships with property managers, service partners and low income residents; ability to perform general administrative duties;
- ❖ detail oriented and ability to handle multiple tasks;
- ❖ ability to work in a fast paced team centered work environment

DESIRABLE QUALIFICATIONS

- ❖ **Yardi software experience**
- ❖ **Knowledge and experience in HUD and Affordable Housing programs**
- ❖ **Knowledge and experience in Low Income Housing Tax Credit (LIHTC)**
- ❖ **Prior leasing or property management experience**
- ❖ **Customer service, accounting, and administrative support experience**

REQUIRED LICENSES, PERMITS AND OTHER REQUIREMENTS

- ❖ Valid Tennessee Driver's License

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

All applicants will be required to submit an Agency application regardless of whether a resume' is submitted or not. MDHA application is available at www.Nashville-MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

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**To request a reasonable accommodation or assistance with language interpretation
Contact: 252-8550**