

Public Housing Property Case Manager

Erie Metropolitan Housing Authority (Erie MHA) seeks a qualified Public Housing Property Case Manager. Responsibilities include: tenant screening, leasing, rent calculation, and other case management assignments. Organization, excellent communication skills, computer knowledge, and typing proficiency are very important. Must be able to lift 45 lbs. High school graduate or equivalency required; post-secondary education is preferred. Must be able to pass job certification examinations. Experience needed: One-year prior experience in general office work and prior experience in property management. Public Housing experience preferred. Must possess valid Ohio driver's license and be insurable by Erie MHA's carrier. Pre-employment physical and drug screening required. This is a full-time, Monday-Friday, bargaining unit position with additional benefits available – medical, vision, dental, life insurances, paid holiday and vacation time, and more. Submit resume with cover letter to ATTN: Executive Director; Erie MHA; 322 Warren Street; Sandusky, OH 44870 or by fax to (419) 621-4254, **until filled**. Erie MHA will not accept phone calls regarding this position. **EOE**