

Employment Opportunity Posting

Management Co.: Housing Authority of the City of Pittsburgh

Position Available:

Available:

Location:

Job Description: Summary - The primary purpose of this position is to manage all operational aspects of acquisition for HACP and affiliated entities and to coordinate and manage the start-up activities of independent real estate holding and management companies. In this role, the incumbent will also provide clerical and administrative support to the Asset Management Department. The incumbent will focus on communicating with clients and assembling and maintaining departmental and entity documents and records. This position will evolve into a detailed monitoring/reporting position.

All activities must support the Housing Authority of the City of Pittsburgh ("HACP" or "Authority") mission, strategic goals and objectives.

Essential Duties: Essential Duties and Responsibilities -

- Experience and confidence with reviewing and understanding legal documents, financial proformas, budget and expense reports, federal, state and local laws and regulations and other requirements.
- Experience with projects utilizing low income housing tax credits and other financing sources
- Requires competency with electronic document databases in addition to word, excel, internet and email services.
- Gathers data, analyzes information, and prepares reports.
- Requires strong verbal and written communication skills. Self-initiator, with the ability to problem solve. Also requires the ability to maintain an approachable, friendly demeanor and work with competing priorities and demands.
- Must be organized and task oriented, able to work in a fast-paced, team-oriented environment with multiple deadlines, and adapt readily to changing priorities.
- Ability to draft and write detailed notes, communications to tenants, vendors, and contracted firms to prepare reports and presentations, technical information in a clear and concise manner.
- Coordinate, contract with and manage consultants as necessary for due diligence activities.
- Serve as liaison between all departments, coordinating consensus and execution of required documents.
- Detail oriented with the ability to convey information orally and in writing in a clear and concise manner.
- Requires excellent people skills and the ability to build and maintain positive, supportive working relationships.
- Ability to multi-task and prioritize effectively, flexibly, and responsively with the ability to work with diverse work styles.
- Maintains knowledge of key clients and contacts.
- Sets up and maintains files, materials, information, schedules and related data.
- Assists with obtaining bids for additional work from outside contractors when a third party vendor is required.
- Maintains Property Management files, reports and related communications.
- Maintains organizational files of various related entities including meeting minutes, board actions, and related documentation.

- Researches and provides information materials, such as electronic data for projects and special assignments.
- Maintains calendars, contact databases, and appointments.
- Sets up and arranges meetings, facilities and accommodations as required.
- Writes and prepares letters, memos, e-mails, and reports in draft and final form.
- Proofreads and edits materials to ensure high quality communications.
- Other duties as assigned.

Qualifications: Education and/or Experience

Bachelor's degree in business, finance, real estate or an equivalent combination of education, training and additional experience is preferred. Minimum five (5) years experience managing real estate/asset management/property management portfolios with additional financial and clerical support responsibilities.

Technical Skills

Proficiency in Microsoft Office software: Word, Excel, Power Point, Outlook, a plus.

Physical Demands

The physical demands described here are representative of those they must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is frequently required to walk, use hands to type data, operate business machines, dial the telephone and reach with hands and arms. The employee must frequently lift and/or move 5-10 lbs. and occasionally lift and/or move up to 15lbs. Specific visions abilities required for this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office Environment

The noise level in the work environment is usually moderate.

Compensation:

Benefits:

Apply: 412-456-5085 - Erica Aivaliotis