

## Employment Opportunity Posting

<b>Management Co.:</b>	Brandywine Agency, Inc.
<b>Position Available:</b>	Assistant Housing Manager – On Site
<b>Available:</b>	asap
<b>Location:</b>	Squirrel Hill near the Waterfront
<b>Job Description:</b>	Assisted Housing Manager for Senior Building with HUD assistance and LIHTC units, HOME units and Market Rate Units. The building is newly renovated and has Service Coordinators, and provides numerous services, activities and amenities.
<b>Essential Duties:</b>	Responsibilities include advertising and marketing units, accepting applications and renting units at the appropriate income levels for the units, preparing and reviewing initial and annual recertifications, depositing rents, working with the team to prepare for REAC inspections and MOR's, assisting tenants as needed, maintaining the excellent status and reputation of the building by noting repairs that need made and submitting work orders and all other tasks as needed.
<b>Qualifications:</b>	Knowledge Tax credit and HUD assistance regulations (certifications are a plus)
<b>Compensation:</b>	\$45,000-\$50,000
<b>Benefits:</b>	Health insurance, life insurance and disability insurance and extensive holiday, vacation and sick days
<b>Apply:</b>	E-Mail: Diana Bobak - <a href="mailto:dbobak@brandywineagency.com">dbobak@brandywineagency.com</a> or fax at 412-349-3982