

C+C Apartment Management LLC.

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LIHTC Leasing Coordinator

C+C Apartment Management, a property management firm specializing in affordable housing, has an excellent opportunity for a self-starting, organized and experienced **LIHTC Leasing Coordinator**. The objective of the role will be to keep the apartment community at the highest possible occupancy and all administrative duties with respect to both the management office and the apartment community. The right candidate should show initiative, be detailed-oriented, a good multi-tasker, have excellent customer service skills, have great verbal and written communication skills and maintain a professional demeanor at all times.

Areas of Responsibility:

- Reviews applications and collects all documents.
- Conduct all verifications and third party follow up.
- Conduct credit and criminal background checks for all applicants over 18 years of age.
- Maintains up to date status of active and inactive files being processed.
- Contacts and offers units to applicants on approved waiting list.
- Follows up with all prospective residents in a timely manner.
- Coordinates apartment showings.
- Prepare all lease documents.
- Approximately 600 interviews per leasing coordinator.

Qualifications/Minimum Requirements:

- Prior LIHTC and/or Section 8 recertification experience is required.
- Prior Leasing Coordinator experience is required.
- Experience with Yardi (or other housing software).
- Knowledge of NYC rent stabilization.
- Ability to perform in a busy, changing, multi-tasking work environment.
- Bi-lingual (English & Spanish speaking) a plus but not mandatory

Years of Relevant Experience Required:

- Minimum of two (2) years of experience with property management leasing.

C+C offers competitive compensation and benefits and tremendous potential with a growing residential real estate developer/builder organization.

C+C is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.