

C+C Apartment Management LLC.

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LIHTC Leasing Coordinator

C&C Apartment Management LLC, in business since 2004, manages the day to day operations of over 13,000 affordable housing residential dwelling units across nearly 350 multi-family properties throughout the country with the highest concentration of properties located in New York City and the tri-state area. Currently, the C&C portfolio contains market rate, mixed market rate, affordable and full tax credit/affordable properties.

We have 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.

Across our residential portfolio, C&C also has extensive portfolio and expertise in marketing and managing retail and parking garages. Some of the retail tenants and parking operators include Urban Food Market, Blink Fitness, Duane Reade, Imperial Parking, Sherman Parking and Central Parking. We currently provide management oversight for over 3,500 total parking spaces, as well as storage and bicycle rooms.

We pride ourselves in providing the owners with a full breadth of management services to improve and enhance a property's revenue, cost control measures, maintenance, financial reporting, and resident relations. C&C is recognized as an industry leader in regards to the management and operation of real estate.

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.

Please submit a cover letter and salary requirements with your resume to lvarricchio@ccmanagers.com . Only those applicants under consideration will be contacted. If you are not contacted for this position, please accept our sincere thanks and appreciation for your interest. No phone calls please.