## **POSITION POSTING** September 23, 2024

## **PROPERTY MANAGER**

Location: Kno-Ho-Co-Ashland C.A.C.'s Lincoln Terrace Apartments – Ashland County

Status: Part Time

Description: Responsible for the day to day operations of a 40-unit housing complex. Follow

housing procedures. Complete the necessary documentation for each applicant and

resident file. Deal and communicate well with others.

Education: High school diploma or general education degree (GED); must possess basic office

and computer skills.

Please mail, fax, or email resume or letter of interest to Kno-Ho-Co-Ashland C.A.C. Response:

Central Office attention Jenny Collins.

## Respond to:

Address: Kno-Ho-Co-Ashland C.A.C. Central Office Fax #: (740) 622-0165

> Telephone #: (740) 622-9801 **Attention: Jenny Collins** 120 North 4th Street

Ext. 1015

Coshocton, OH 43812 Email: jcollins@knohoco.org

If you have any questions, please contact Jenny Collins at (740) 622-9801 extension 1015. **Equal Opportunity Employer**