

Housing Authority of the City of Orange

516 Burton Avenue P.O. Box 3107 Orange, TX 77631-3107 | Phone: 409.883.5882 | Fax: 409.883.8014 | www.orangeha.com



Housing Authority
City of Orange

MANAGER ASSISTANT POSITION

POSITION TITLE: Manager Assistant
DEPARTMENT: Public Housing
OPEN DATE: August 2, 2022
CLOSING DATE: September 2, 2022

The Housing Authority of the City of Orange (HACO) is seeking qualified applicants to fill a Assistant Manager Position in Orange, Texas. Qualified applicants should submit an application and resume to Housing Authority of the City of Orange (HACO) at 516 Burton Avenue, Orange, Texas.

Persons that are applying for this position should have:

Education:

- High school diploma or GED,
- Housing Certifications
- Prior Leasing Experience
- 2+ years of experience as an Assistant Manager on a multi-family property
- Yardi experience (not required)

Special Requirements:

A valid driver's license from the state of Texas, pass a drug test, pass physical examination

Duties:

- Typing, Filing, Data Entry, File Maintenance, Rent Collections, Quality Control Inspections, Property and Unit Inspections, Community Service Compliance Tracking, Other duties as assigned

The HACO does not discriminate based on race, sex, age, color, national origin, religion, or disability in its employment opportunities, programs, services, or activities. The HACO reserves the right to reject any and all applicants. Applications can be found online at orangeha.com All applications and resumes must be received in our office no later than Friday, September 2, 2022, by 4:00 p.m.

Housing Authority City of Orange
Attn: Adelia Kelly/Executive Administrative Assistant
516 Burton Avenue
Orange, Texas 77630