



Shared Services
Property Services Manager
Full Time

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

Shared Services/Affordable Housing is seeking a full time Property Services Manager. This position will be based out of the Fond du Lac office, however, work can take place in Fond du Lac, Green Lake and Winnebago counties.

Responsibilities Include:

- Manage the Home Buyer/Home Rehab Program
- Coordinate housing purchase and rehab services to home owners and maintenance program for all agency properties
- Supervise janitorial staff, conduct staff meetings, prepare bids and RFP's for services
- Produce work specifications according to federal minimal housing quality standards guidelines
- Coordinate and conduct inspections, coordinate construction bid process
- Maintain working knowledge of specification writing, current building practices and code specific rehabs
- Provide case management services to low income families, facilitate home buying training sessions, assist clients with making home purchase offers, coordinate inspections, oversee first mortgage application paperwork and loan closings

Job Requirements:

- Candidates must have a knowledge of construction practices, housing regulations and zoning codes
- Candidates must have a valid drivers license and safe driving record
- Housing rehab experience preferred, marketing and real estate experience a plus
- Drug Screening and background check required

Minorities and those with disabilities are encouraged to apply. Starting wage is \$19.50 per hour. Benefits offered include: health, dental, life, STD, vacation, sick and holiday pay, 401k option

Please submit resumes with cover letter to:

Human Resources, ADVOCAP, Inc.,

PO Box 1108, Fond du Lac, WI 54936-1108 OR

FAX 920-922-7214 OR Email <hr@advocap.org>

Responses received by 12/12/18 will receive preference.

<http://www.advocap.org/>

AA/EOE