

# California Commercial Investment Group, Inc.

## Assistant Property Manager

This position focuses on assisting the Property Manager in managing the assigned property in achieving management goals through professional property management services. The position requires part time employee at 20 hours per week.

### Summary of Responsibilities:

- Maintain records in a timely, accurate and organized manner
- Assist the Property Manager in collection of income and the management of expenses
- Assist the Property Manager in processing tenant recertifications
- Abide by all HUD management and 4350 guidelines
- Perform any/all lawful duties as assigned

### Requirements:

- Preferable at least 3 years' Property Management experience
- Familiar with Section 8 Housing
- Knowledgeable of HUD regulations
- Experience with Yardi
- Computer literacy

### Rewards:

- Paid vacation and sick time
- Competitive salary
- 401k

California Commercial Investment Group is a full-service acquisition, asset management, property management and development firm with over 5000 units in 29 states. Our main focus is acquiring and managing HUD properties as well as gearing up our LIHTC portfolio – making us one of the fastest growing Management Company in the Affordable Housing world.

Company website: [www.ccinvest.com](http://www.ccinvest.com)

If interested, please email you resume to [BrookVillage@ccinvest.com](mailto:BrookVillage@ccinvest.com). Pre-employment background check required. EOE.