



Job Posting

Position: Property Specialist

Summary: The Biloxi Housing Authority (“BHA”) is seeking qualified candidates for the position of Property Specialist. The primary purpose of this position is to perform a variety of tasks to support the day-to-day business of Authority-operated properties. The incumbent works to ensure maximum occupancy of units and to sustain successful residency of program participants. Duties include providing customer service to BHA residents, conducting housing/grounds inspections, and providing general clerical and administrative support to the Community Manager.

Experience/Education Requirements: High school diploma or general education degree (GED) required, some college coursework preferred; or two years of administrative experience, in property management, including one year of experience with tax credit properties. Possession of a tax credit certification from an industry-recognized training association is highly desirable. Any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, provides the required knowledge and abilities, may be considered sufficient.

Compensation: BHA offers a comprehensive and competitive benefits package. Salary is commensurate with experience and qualifications.

To apply for this position please submit resume, cover letter, and salary requirements to bhaemployment@biloxihousing.org. For more information on BHA, visit www.biloxihousing.org.