

# WESLEY HOUSING CORPORATION OF MEMPHIS, INC.

**Job title: Assistant Manager**

**Division/Department and Location: Housing; Memphis**

**Reports to: Community Manager**

## **Essential Duties and Responsibilities:**

Work collaboratively to cultivate a strong and transparent relationship between staff. Lend observation and expertise to supervisors developing policies which help grow, expand, and execute the Ministry and Mission. Ability to organize information in a predetermined format for submission to supervisors in connection with reporting requirements.

Advocate and promote the organization and its mission. Work with supervisor to develop day to day strategy, planning and policy execution so that responsibilities can be carried out in an efficient and professional manner. Using imaginative and creative logic, expand services or streamline tasks and submit to supervisor as a best practice.

Ensure management systems created by policy are followed. Submit drafts or information to create official correspondence necessary to execute the regulatory and legal documents essential to carrying out the mission.

Maintain a clear and constant commitment to the ministry as it relates to published policy. To assist and promote its Social Practice as set forth in communicated values.

Work to establish and maintain a relationship with clients and client families, other departments and assigned staff ensuring that quality and efficiency is maintained in management systems and superior customer service is achieved. Commit necessary effort to maintain and submit routine operational and regulatory correspondence in accordance with published policy. Ensure operational responsibilities are carried out in accordance with published policies and procedures.

Provide coverage during absences or vacancies of managers at other than assigned properties so that property productivity can continue.

Other duties as assigned by supervisor.

## **Education and/or Work Experience Requirements:**

- High School Diploma, BS/BA preferred.
- Excellent verbal and written communication skills, including ability to effectively communicate both internally and externally of the organization. Communication skills should include electronic, written and face to face abilities.
- Ability to operate under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary leadership. Provide a positive example to all subordinates.
- Exhibit proficiency in computer systems including Microsoft Office products, HUD online systems, and industry specific software.
- Acquire and maintain professional certifications in assigned areas including continuing education.

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to ambulate, bend, stoop and reach. Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen and speak clearly on telephone
- Must be able to travel and provide personal transportation
- Must provide use of a cell phone (preferably a smartphone)
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

**Hours and salary: Full-time. Pay rate is 12.00 per hour, 40 hours per week.**

**Full-time employees are offered a wide range of benefits including PTO, paid holiday, retirement plan, FSA, and insurance offerings. In addition to those benefits we offer educational assistance and personal leave.**

**Background check, references and drug screen completed on all positions. EOE**

**To apply, send cover letter and resume to: [human\\_resources@wesleyhousing.com](mailto:human_resources@wesleyhousing.com)**

**Or via fax: 901.380.4910**

**Or via mail: Attn: Human Resources**

**Wesley Housing Corporation of Memphis, Inc.**

**1615 Appling Road**

**Cordova, TN 38016**