



Tenant Relations Specialist

Topeka, KS

KHRC is looking for a Tenant Relations Specialist for the Contract Administration Division. This position will:

- Receive concerns from tenants and the public and follow up with the property owner/agent to ensure appropriate actions are taken to resolve the concern.
- Resolve health and safety issues and establish positive relations and communications with residents and the community.
- Notify the owner of all non-life-threatening health and safety concerns within two business days of notification.
- Notify the owner of all life-threatening health and safety concerns within one hour of receipt of concern or before the close of business day (whichever is sooner).
- Maintain a tracking system of all communication from the tenant and the owner/agent, including owner's response and corrective action taken by the owner.
- Provide information necessary for HUD general reporting requirements.
- Provide technical assistance to owners, management agents and/or property staff.

Knowledge, Skills and Experience

High School Diploma or GED and two years of experience in housing, public administration, or auditing. A combination of education and experience may be accepted as determined relevant by KHRC.

What We Offer

Paid Time Off
Discretionary Day
Paid Holidays
Paid Maternity/ Paternity Leave
Medical, Dental, and Vision Insurance
Retirement Plan
Tuition Assistance
Paid Covered Parking

Resumes will be accepted until Wednesday, February 19, 2025.

Kansas Housing Resources Corporation

We help Kansans access the safe, affordable housing they need and the dignity they deserve.

KHRC is committed to providing access, equal opportunity and reasonable accommodation to all individuals in employment, its service, programs and activities.

TO APPLY, SEND COVER LETTER AND RESUME TO:

Katelyn Ramirez

Human Resources Generalist
611 S Kansas Avenue, Suite
300 Topeka, KS 66603

PHONE:
785-217-2052

WEBSITE:
kshousingcorp.org

EMAIL:
kramirez@kshousingcorp.org

Starting pay for this position is
\$28.81.