

Housing Occupancy Specialist

The Housing Occupancy Specialist must be certified as a Tax Credit Specialist and/or Certified Occupancy Specialist. The applicant will be a bright and dynamic individual with hands-on experience and the demonstrated ability to successfully assist the Property Manager with overseeing day-to-day operations, marketing and leasing activity, occupancy, lease renewals and annual tenant certifications.

Job Requirements

Become involved in all aspects of day-to-day operations of the property, including tenant relations, maintenance and repair, security etc.

Provide excellent tenant service, including responding to tenant requests/problems in a timely and courteous manner and generate work orders directed to our Director of Property Management.

Conduct periodic inspections of the property and tenant spaces to ensure compliance with leases and the proper upkeep of the property.

Ensure that property and lease files are properly maintained and kept up to date in accordance with Company's policy.

Prepare and maintain tenant lease files, records, correspondence and file notes.

Assist with administering tenant occupancy including providing the new tenant with an introduction letter regarding emergency contacts, rent collection procedures, and maintenance request procedures.

Become proficient with the company's software. Coordinate entry of all property information into the software program and Monitor all key dates of reporting to all agencies as per our regulatory agreements.

Qualifications:

Bachelor's Degree a plus.

Minimum of 2 years' experience as a Housing Occupancy Specialist

Competence in personal computer skills, internet research, math, Microsoft Office including Word, Excel, and Outlook as well as quick learning of any organizational software applications. Some YARDI experience a must.

Knowledge of HUD 202, low Income Tax Credit, Home funds laws and regulations.

Willingness to participate in training sessions in order to comply with new or existing laws and program requirements.

To apply, please email a cover letter and a resume to southsideunitedhdfc@gmail.com. Our company is an equal opportunity employer.