

CERTIFIED OCCUPANCY SPECIALIST

APT Management Inc, is currently hiring an experienced, full-time Certified Occupancy Specialist for our property in Beverly, MA. The Certified Occupancy Specialist reports to the Property Manager and works directly with prospective and current residents to maintain occupancy.

This position is ideal for a candidate with at least two years of prior property management experience including section 8, excellent customer service and administrative skills and is looking to grow their skills in the Property Management field. Successful candidates should also have the ability to work independently within a very fast paced environment.

Essential functions of the Position:

- Conducts certification and recertification interviews with applicants and residents and processes the same for Project Based Section 8 development using RealPage database.
- Processes monthly Section 8 Housing Assistance Payment Billing.
- Processes and transmits TRACS (Tenant Rental Assistance Certification System)
- Maintains EIV paperwork according to company policy and HUD guidelines.
- Greets applicants and provides instruction and guidance to prospective residents during application process.
- Prepares lease packages and supplemental documents for new move-ins.
- Conducts new resident orientation.
- Fosters a positive, active and collaborative relationship with residents, communities and associated agencies.
- Enforces and adheres to company policies, rules and regulations.
- Works patiently, professionally and cooperatively with residents and staff to provide high quality customer service.
- Preserves and respects resident and applicant confidentiality.
- Acts as a point of contact for third party file reviewers.
- Maintains sensitive records according to local, state and federal law.
- Maintains resident files in accordance with company policy and HUD Guidelines.

Other requirements of the job include:

- Certified Occupancy Specialist designation required
- Proficient in Microsoft Office
- Prior section 8 experience
- Strong communication skills-written and verbal
- Strong organizational skills and attention to detail
- Has a courteous and professional demeanor

The Company has a mandatory background check and offers a competitive benefits package that includes Medical, Dental, Vision, Life Insurance, LTD, STD, 401K as well as paid time off including holidays, vacation and sick time. To be considered for this position please send resume with salary requirements.

EOE

Send resumes to Patricia Costin at pcostin@aptfin.com