



Job Title: Recertification Specialist

Location: Neptune Towers Lynn, MA 01905

Hours: Full Time (40 hours)

Job Description:

HallKeen Management seeks a qualified, motivated and experienced recertification specialist for Neptune Towers, a 334 unit property consisting of Section 8 affordable rentals in Lynn, Massachusetts. We are looking for a bright, energetic individual who enjoys becoming involved in a team-based, supportive atmosphere in a fast paced office.

The primary responsibility of this position is to fully prepare annual and interim recertifications for all residents in full compliance with HUD Section 8 regulations. The ideal candidate should possess impeccable customer service skills, strong communication skills, both verbal and written, and a professional demeanor at all times. Three years HUD recertification experience and professional certification such as Certified Occupancy Specialist required. Attention to detail and ability to work independently and under deadlines on assignments is necessary. Must be proficient in MS Office, HUD EIV/TRACS and HUD MOR requirements.

The ideal candidate would be bilingual (Spanish/English), have working knowledge of the Section 8 policies and procedures as listed in the HUD 4350.

Minimum of Associates Degree and/or applicable experience with working knowledge of HUD affordability programs.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

If you are interested in applying or know someone to refer for the position please e- mail resume to ntaresumes@gmail.com.