



Certified Occupancy Specialist – Metro West

The Occupancy Specialist works as part of a team under the direction of the Compliance Manager, to perform annual, interim and move in certification along with provide exceptional customer service to our clients. The Occupancy Specialist must relate well to people, exercise good judgment and discretion in dealing with residents, vendors, and co-workers.

Responsibilities:

- Conduct Interviews and help prepare lease agreements for move-ins in accordance with regulatory guidelines
- Conduct interviews for annual re-certification, complete re-certification related documents and maintain tracking log for our records
- Send out letters to residents to complete and sign all papers for interim and annual recertifications according to regulatory guidelines.
- Review all completed rental applications and leases for accuracy and completeness
- Exercises common sense, good judgment, consistency and self-control in day-to-day contact with Applicants and in other business-related matters
- Process, complete and maintain accurate resident files at move-in within established regulatory guidelines
- Maintains superb relationship with residents, and adheres to Fair Housing Equal Employment and Equal Housing Opportunity requirements
- Operate the computer using Yardi Software, property management software or relevant waiting list programs.
- Create and update spreadsheets, fliers, reports and other documents as requested
- Manage schedules such as set up appointments and reminders
- Complete data entry and projects in a timely and accurate manner
- Use secure systems such as EIV to monitor income discrepancies

Requirements:

- Familiarity with the general management of subsidized housing programs including: LIHTC, section 8, public housing, housing choice voucher
- Experience in HUD/Affordable Housing is a must. Social services or related field experience is preferred
- Excellent and proven customer skills are an absolute must
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Professional demeanor with the ability to adapt to last-minute changes
- Highly organized with the ability to prioritize to meet deadlines

If interested please forward your resume to IVinokurov@barkanco.com

