

Occupancy Specialist is responsible for ensuring that all resident move-ins, re-certification, internal transfers and move-outs are processed in accordance with all federal/state/local regulatory requirements.

Located in Rockland, MA

#### Essential Functions

- Have Complete Knowledge of Current Applicable Federal/State/Local Regulations
- Attend regular industry sponsored training programs.
- Process and/or approve all required paperwork for move-ins / move-outs / renewals / recertification
- Maintain Wait Lists – internal and external
  
- Perform regular audits of site files to ensure compliance, as scheduled by supervisor.
- Attend all agency audits of sites within his/her responsibility. Provide answers and appropriate supporting paperwork for any issues discovered.
- Prepares lease packages and supplemental documents for new move-ins.
- Conducts new resident orientation.
- Special projects as assigned by property manager.
- 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.

#### Job Requirements

- High School diploma or GED equivalent required. Vocational or College degree in a business related field preferred.
- 3 years of administrative experience preferred.
- 3-5 years of Project Based Section 8 and Tax Credit experience.
- Certificates: C3P, CPO, COS and SHCM, HCCP or like designations.
- Proficiency in Microsoft Office applications: Excel, Word and Outlook. Boston Post experience preferred. Excellent organizational and recordkeeping skills, detail-oriented, ability to exercise good judgment and apply initiative.

In addition to training and recognition programs to help you succeed, we offer competitive Health, Dental, Vision, Life and Disability Insurance benefits, and a generous 401(k) plan.

Please send resumes to: [kdeoliveira@firsthartford.com](mailto:kdeoliveira@firsthartford.com)