

Occupancy Specialist / Assistant Property Manager

Wingate Management Company is seeking an Occupancy Specialist to join their team to manage 219 units for LIHTC & Section 8 HUD properties in Somerville, MA.

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

Responsibilities:

- Have Complete Knowledge of Current Applicable Federal/State/Local Regulations.
- Stay up-to-date with all Wingate policies and procedures distributed by the Regulatory Compliance Department.
- Process and/or approve all required paperwork for move-ins / move-outs / renewals / recertifications
- 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.
- Understand and oversee the TRACs transmission.

Qualifications:

- Proficiency in Microsoft Office applications: Excel, Word and Outlook.
- Proficiency in One Site
- Experience with LIHTC and Section 8 properties
- Excellent organizational and recordkeeping skills, detail-oriented, ability to exercise good judgment and apply initiative.
- Bi-lingual English/Spanish helpful.

Benefits include competitive compensation based on experience plus paid time-off, summer hours, health, dental, basic life, AD&D, STD, LTD, 401K, and company holidays approx. 10 per year.

Wingate Management is the second largest property management firm based in New England with 15,000 units in 10 states and has been in the business for over 50 years.

Interested candidates should submit resume and cover letter to gzhitomirsky@wingatecompanies.com

Equal Opportunity Employer