

## **RECERTIFICATION CLERK**

### **ABOUT THE COMPANY**

Peabody Properties, Inc. is recognized as a leader in the Real Estate industry, offering attractive compensation, benefits and challenging career opportunities. Our success can be directly attributed to the professional, dedicated and experienced staff that comprises our management team. For more information about PPI, visit our website at: [www.peabodyproperties.com](http://www.peabodyproperties.com)

### **ABOUT THE JOB**

Peabody Properties, Inc. is seeking an experienced, Recertification Clerk for an apartment community in Tiverton, RI.

The Recertification Clerk is responsible for the recertification process at the property and is required to know about all aspects of recertifications, program compliance, and resident relations.

Responsibilities include but are not limited to processing and collecting resident information including 3<sup>rd</sup> party verification, determining eligibility for continued occupancy, processing interim certifications as needed, ensuring proper calculation of income, assets and rent levels, touring the community, showing and leasing apartments. LIHTC and/or Section 8 experienced preferred.

### **QUALIFICATIONS**

Candidates must have:

- \* 2+ years' experience in property management
- \* Knowledge of: Affordable Housing, Federal, State and Local Housing regulations
- \* Good organizational skills
- \* Proficient understanding of basic math concepts
- \* Solid computer skills
- \* Ability to communicate effectively, both verbally and in writing
- \* Ability to take initiative and be self-motivated

### **BENEFITS**

We view our staff as our most valuable asset. Therefore, we offer our employees a competitive salary and benefits package.

\*Peabody Properties, Inc. is an Equal Opportunity Employer. Peabody Properties, Inc. is committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, sexual orientation, disability, or national origin. Applicants encouraged to confidential self-identity when applying. Smoke-free workplace. Drug-free work environment.

**TO APPLY**

Submit your resume via EMAIL to: [mfrederick@peabodyproperties.com](mailto:mfrederick@peabodyproperties.com), FAX: 781.794.1001, OR by MAIL to Corporate Recruiter, Peabody Properties Inc., 536 Granite Street, Braintree, MA 02184