

Job Location: PELHAM APARTMENTS- 75 SECOND STREET- FRAMINGHAM MA 01702
MONDAY-FRIDAY
9:00-5:00
16.00 per hour-

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The recertification specialist is a vital member of the office team at Corcoran Management's assisted, public housing and tax credit apartment communities. It is the recertification specialist's primary responsibility to qualify new residents for occupancy and requalify existing residents for continued occupancy. This responsibility requires organization and great attention to detail.

On a daily basis, the recertification specialist may be conducting interviews, processing paperwork, interacting with various vendors and agencies, and at the same time, assisting with the several administrative and leasing tasks required to keep the rental office running smoothly. The recertification specialist must be able to multi-task well, all within specific time constraints.

The recertification specialist position is a rewarding job to those who get satisfaction from helping people obtain quality, affordable housing. Specific recertification specialist duties include the following:

- Maintain property waiting list
- Conduct applicant interviews and determine eligibility
- Coordinate on-site data collections and processing of resident information
- Schedule resident recertification interviews
- Insure proper calculation of income, assets, rent levels, etc
- Work with maintenance staff for timely move-in/move-out of residents
- Coordinate apartment inspections for recertifications
- Maintain resident files in accordance with company policy & regulatory agency policy
- Assist office staff on other tasks, including collection of rents and social activities
- Perform other duties that may arise

The Leasing Consultant's first priority is to provide excellent customer service to prospective and current residents at a Corcoran community. Great customer service coupled with professional sales and marketing skills lead to the leasing of apartments. The more apartments that are rented, the higher the occupancy – which is the major objective of Corcoran Management Company.

The Leasing Consultant works as part of a team with other leasing professionals and the on-site manager to run the property. The Leasing Consultant handles the leasing process from "A to Z" including: qualifying prospective residents for the apartments; coordinating with the maintenance staff to ensure satisfactory move-ins for new residents; maintaining neat and orderly rental files; preparing leasing; and overseeing the signing of leases by new residents.

The Leasing Consultant shares in the responsibility of completing monthly administrative tasks in an orderly and timely manner to ensure the property's paperwork is organized and complete. From an administrative standpoint, these tasks help to keep the property running smoothly.

Some of the tasks include: inputting monthly rent checks into the computer, sending out late notices and lease renewals, compiling weekly sales reports and copying, faxing and filing.

The Leasing Consultant must be able to meet the various communication challenges that arise when dealing with residents to resolve their service requests. The Leasing Consultant must be diplomatic, respectful, patient, fair and direct. The Leasing Consultant also assists in the planning and running of resident get-togethers or events on the property.

Please forward your resume to: cdonahue@corcoranmgmt.com

Or fax to -781-849-0157

Attention: Cathleen Donahue