



## **Recertification Specialist**

***(Melrose, MA)***

### **A Property Management Company Like No Other.**

At The Peabody Companies we are committed to maintaining our communities and relationships; we are a trusted partner in the real estate industry, specializing in residential, commercial, and condominium management, as well as marketing and leasing, construction management, capital improvement, relocation, assisted and supportive living services, and real estate brokerage.

Our culture was built around the goal of serving our communities, our clients and our employees. With over 13,000 units and 40+ years of service, we've built a legacy of excellence in service; and our communities span from New England to New Jersey to Florida. Even as we experience substantial growth year over year, our decisions are always driven by what's best for our clients and residents – and what's best for the 500+ people who work here.

### **Industry Experts. Go-Getters. Friends.**

At The Peabody Companies, we're energized by the difference our work can make. Collectively, our employees hold over 400 professional industry licenses, designations and certifications. But we don't like to brag. We do, however, enjoying getting out there together and giving back. Whether we're hosting a BBQ at one of our properties or sweating it out during the Road to Wellness Walk/Run, the people of PPI bring the work to life — and life to work.

### **A Competitive Compensation and Benefits Package Is Just the Beginning.**

A great culture starts with providing the very best for the people who work here. When it comes to our benefits and perks, we have everything you'd expect and more. The Peabody Companies offers progressive and flexible medical and dental insurance options. Every employee starts with 15 vacation days, in addition to 11 paid Company holidays. We offer a robust training program and a generous Tuition Reimbursement benefit. We also cover the cost of Short- and Long-term Disability coverages and provide Life Insurance coverage at no cost and, when it comes to planning for your financial future, Peabody provides a generous 401(k) match.

Our benefits are part of who we are, and they're designed to ensure our employees are physically, emotionally, and financially sound. For a full list of our benefits offerings, please see our Careers Page at [www.peabodyproperties.com](http://www.peabodyproperties.com).

### **Come Work with Us.**

Be a part of something special!

Our work is driven by the passion. If you thrive in a service-based industry where your advancement opportunities are in your hands, Peabody Properties is the place for you. When you join us, you'll be working with the best in the industry.

### **About the Role:**

Peabody Properties, Inc. is seeking a Recertification Specialist for an apartment community in Melrose, MA.

The Recertification Specialist performs 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. **Section 236 experience needed. Project-Based Section 8 experience desired.** COS certification a plus.

### **Requirements of the Position:**

- 2+ years' experience in property management
- Knowledge of: Affordable Housing, Federal, State and Local Housing regulations
- Demonstrated ability to complete recertification accurately and within an established time frame
- Excellent customer service skills required
- 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
- Experience with RealPage Onsite
- If needed, provides assistance and/or coverage at other sister sites within the company portfolio.
- Performs other duties as may be assigned by your Supervisor/Regional Manager or other Senior Staff to facilitate effective site operations.
- Ability to take initiative and be self-motivated.
- Excellent customer service skills a must.

### **Education and Experience:**

Requires High School Diploma or GED with a minimum of 2 years property management hands-on experience managing the recertification process. Also, proficiency with Microsoft Word, PowerPoint, and Excel.

### **EEO Statement:**

Peabody Properties, Inc. is an Equal Opportunity Employer and is committed to workforce diversity. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, gender identity, sexual orientation and other legally protected characteristics. If you require a reasonable accommodation because of a disability for any part of the employment process, please e-mail our Talent Acquisition Manager and let us know the nature of your request and your contact information. Smoke-free workplace. Drug-free work environment.

**Company Website:**      <http://www.peabodyproperties.com/>