



Occupancy Specialist Job Description

The following outlines the qualification requirements, as well as the responsibilities and other assorted duties of the Occupancy Specialist:

Qualifications:

- College education or equivalent work experience, with 2-4 years proven experience as an Occupancy Specialist.
- Property management operations experience with track record of excellence in a multi-site environment. Ability to perform back up functions during the absence of the Property Manager.
- Self- starter with the ability to multi-task, and work independently with minimal supervision from the Property Manager in a dynamic office environment.
- Strong working knowledge of compliance with Low Income Housing Tax Credit Program (LIHTC) and/or both project-based and portable Department of Housing and Urban Development (HUD) Housing Choice Voucher Program/Section 8.
- A strong working knowledge of landlord-tenant and Fair Housing laws, as well as the ability to ensure compliance with those regulations.
- Must possess excellent written and oral communication skills, with experience that shows a high degree of interpersonal skills working with staff, residents and the general public.
- Proficiency in Microsoft Office, including Excel spreadsheet programs, and Word documents along with Property Management related software.
- Have a firm understanding of accounts receivable and accounts payable as it relates to the properties within the portfolio under management, as well as the ability to work within a budget.
- Valid state driver's license.
- Ability to travel between properties within the portfolio.
- Must be fluent in English.

Major Responsibilities

- Acceptance and subsequent processing of applications from prospective residents, and performance of income/background verifications so that certifications may be completed in compliance with regulations.
- Monitoring of vacancy related Accounts Receivable and bad debt statistics/trends, along with creation and implementation of corrective action plans as needed.

- Maintenance of the contact database, logs of interested residents/waiting lists and any other data required for property management software.
- Scheduling and showings of apartments to prospective residents.
- Set up and maintenance of resident files as directed by the Property Manager to comply with regulatory requirements.
- Assistance in handling all incoming telephone requests for leasing and maintenance.
- Assist Property Manager in resident retention, lease renewals and implementation of rent increases.
- Coordination of marketing and advertising as needed.
- Keep Property Manager informed of potential or actual issues related to physical, financial, or resident issues within the properties.
- May be required to work nights and/or weekends with prior notification.
- May be required to perform such other duties as assigned or implied relative to the effective operation of the properties, including additional office support when requested.

Other Duties

- Perform other duties as assigned.

Please send resumes to:

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