



Occupancy Specialist

POAH Communities is a high-performance property management affiliate of one of the nation's most accomplished affordable housing owner /developers. We manage over 8,500 units throughout the United States. We are seeking candidates for the position of Occupancy Specialist for a 104-unit apartment development in Randolph, MA.

The ideal applicant must be certified as a Tax Credit Specialist and/or Certified Occupancy Specialist. The Occupancy Specialist will be a bright and dynamic individual with hands-on experience in leasing, compliance and administrative tasks related to qualifying, certifying and retaining residents at the assigned property, along with other administrative duties. This position is 'hands on', but requires the ability to envision and create, in concert with manager, residents and staff, a harmonious, cohesive atmosphere.

JOB REQUIREMENTS

Previous experience with government-assisted and subsidized housing programs is required. Knowledge of HUD regulations, forms, inspection criteria and processes and the low income housing tax credit program. Flexibility, positive attitude, team orientation and willingness to learn are a must! Strong verbal, written and customer service communication skills are essential; computer proficiency (specifically in MS-Word, Excel, and Outlook) is a plus, as is familiarity with Yardi software.

Salaries are competitive and commensurate with experience. Benefits are included. Interested applicants should forward their resume and cover letter to Lia Jenner via email at ljenner@poahcommunities.com

POAH Communities is an equal opportunity employer committed to diversity in the work force. For more information, visit us at www.poahcommunities.com.

Mission Statement

The mission of POAH Communities is to provide high quality property management and customer service to our residents. POAH Communities provides services and develops partnerships that improve the lives of our residents and communities. We are a company that develops and honors its employees and delivers long-term value to its owners and partners.