



## **Recertification/Occupancy Specialist (Cambridge, MA)**

Please respond with your cover letter and resume if qualified and interested in this position to [sbenjamin@winnco.com](mailto:sbenjamin@winnco.com)

### **Job Details/Description:**

300-unit Tax Credit/Affordable/Market Residential Apartment Community seeks Full Time Occupancy Specialist.

The Occupancy Specialist is responsible for ensuring that all resident move-ins, renewals, interim recertifications, internal transfers and move-outs are processed in accordance with all federal/state/local regulatory requirements.

### **Qualifications and/or Experience:**

The requirements listed below are representative of the knowledge, skill, and/or abilities required to perform the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Proficiency in Microsoft Office applications: Excel, Word and Outlook. Excellent organizational and recordkeeping skills, detail-oriented, ability to exercise good judgment and apply initiative. Winn works on a Yardi software platform. Yardi proficiency a plus.

### **MINIMUM Requirements:**

- \* Positive and friendly attitude.
- \* Affordable Housing and Tax Credit experience required
- \* Enjoy dealing with a variety of people and personality types
- \* STRONG multi-tasking, organization and administrative skills in a fast-paced environment
- \* Must have intermediate level of Microsoft Office Package (word & excel)
- \* Be a TEAM PLAYER...we have a great staff and positive work environment

This is a great opportunity for someone looking to get into the property management industry and have a great long-term career. Excellent benefits, including: Medical, Dental, 401K and vacation time. Salary commensurate upon qualifications and experience.

**NOTE:**

Our Company conducts thorough pre-employment drug testing, credit check and driving record; if you do not think you will pass these criteria please do not contact us.

- Please, no phone calls about this job!

Schedule:

Mon-Fri 8:30am-5:00pm -- Some weekend coverage possible.

**WinnCompanies Corporate Culture & Benefits:**

Founded in 1971, WinnCompanies is a nationally recognized owner, developer and manager of real estate. Our company is over three thousand employees strong, with a presence in 23 states.

We emphasize innovative thinking, value each employee as an individual and offer the chance to share in our dedication to quality and drive for excellence.

WinnCompanies is an Equal Opportunity Employer that values and encourages diversity within the workplace. We are incredibly diverse with 47% of our workforce comprised of women or minorities. With WinnCompanies you will enjoy an excellent salary and benefits package in addition to strong, career potential in a progressive and growing company.

We offer competitive Health, Dental, Life and Disability Insurance benefits; in addition to a generous 401(k) plan that includes 100% vested employer match upon hire.

WinnCompanies is a Drug Free Workplace.

Learn more about us at: [www.winncompanies.com](http://www.winncompanies.com)