

Employment Opportunity Posting

Management Co.: North Side Associates

Position Available: Occupancy Specialist

Available: 8/3/2020

Location: Pittsburgh, PA

Job Description: We are searching for an Occupancy Specialist that is responsible for managing all aspects of the recertifications required to be compliant with HUD and LIHTC.

Essential Duties: Maintain occupancy and program compliance by processing annual and interim recertification in compliance with company guidelines, local, state, and federal regulations.

The Occupancy Specialist position takes the lead role on recertifications.

The Occupancy Specialist will assist in leasing units to new residents by making sure that they qualify for the housing.

Interact with current and prospective residents to achieve maximum occupancy.

Ensure maximum compliance percentage and work with supervisor to resolve any issues.

Review, prioritize, and distribute resident service requests.

Conduct various administrative and office support tasks.

Perform all duties while generating interest and enthusiasm about the property by creating an exceptional customer experience.

Qualifications: Experience and knowledge of LIHTC and HUD Section 8

Compensation: \$45,000-\$50,000

Benefits:

Apply: Email Resumes to: Sarah Mistick
smistick@mistickconstruction.com
412-216-4704