

HALLKEEN MANAGEMENT

Job Title: Recertification Specialist for Residential Property Management Company

Location: Corporate Office/Norwood, MA 02062

Hours: Full-time (35 hours)

Job Description:

HallKeen Management seeks a qualified, motivated and experienced recertification specialist to be based in our Norwood office. HallKeen Management manages several properties consisting of Section 8, LIHTC and other affordable programs. We are looking for a bright, energetic individual who enjoys becoming involved in a team-based supportive atmosphere.

The primary responsibility of this position is to fully prepare initial, annual and interim recertifications at various properties as needed. This position will also work closely with the compliance team to make sure all sites are in full compliance with HUD & LIHTC regulations. The ideal candidate should possess impeccable customer service skills, strong communication skills- verbal and written and a professional demeanor at all times. Attention to detail and ability to work independently on assignments is necessary. Must be proficient in MS Office, HUD EIV/TRACS and HUD MOR requirements. This candidate must be available to travel locally when needed and some overnight travel may be required

Prior HUD recertification experience is necessary. Ideal candidate would be bilingual (Spanish/English), have working knowledge of the Section 8 and LIHTC, HUD policies and procedures as listed in the HUD 4350.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 781-915-3132 or Danacki@hallkeen.com