



**Job Title: Recertification Specialist**

**Location: Fulton, NY 13069**

**Hours: Part-Time – 28 Hours per week**

**Job Description:**

Norwood based Real Estate Management Company seeks a qualified, motivated and experienced Part-Time Recertification Specialist to assist in overseeing operations of a Senior/disabled property. The property is a fully subsidized Section 8 property consisting of 108 units. We are looking for a bright, energetic individual, with a subsidy background, who has the ability to multi-task, strategize and enjoys becoming involved in a variety of tasks in a team-based supportive atmosphere.

**Responsibilities:**

The primary responsibilities of this position are to conduct all initial and annual certifications, maintain compliance with the subsidy programs and assist the Property Manager in all aspects of management for the community. Other responsibilities include, but not limited to:

- Update, organize and maintain all resident and maintenance files.
- Collection and processing of rents and subsidy.
- Enforce rent collection policy.
- Processing Invoices.
- Conduct Annual Recertification's according to regulations and in a timely manner.
- Maintain waiting list
- Assist with leasing and screening of prospects. Prepare paperwork for move-ins in a timely manner and in accordance with the properties housing regulations and HallKeen's Policies.
- Foster and ensure quality based and professional service to residents and clients alike.
- Answer phones, handle visitors and resident traffic in a professional manner and in accordance to all Fair Housing Laws.
- Produce and track service requests accordingly
- Assist in overseeing Maintenance of the property.

**Requirements:**

Qualified candidates must have a minimum of 2+ year's residential property management experience or equivalent, Knowledge of HUD policies and procedures, COS (Certified Occupancy Specialist) a plus. Candidate must have strong verbal and written communication skills, ability to adapt to a fast-paced environment, ability to multi task and work independently with attention to detail, and have strong organizational skills. Must be proficient in Microsoft Word, OneSite, Outlook and Excel.

**Benefits:**

Part-time Position - Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

**If you are interested in applying or know someone to refer for the position, please e-mail resume to Brea Goss at [bgross@hallkeen.com](mailto:bgross@hallkeen.com)**