

Job description

HUD/RD Occupancy Specialist

Pan Pacific Properties is continuing to expand and grow as one of the top property management companies in the Pacific Northwest and Idaho. Our employees enjoy many perks of employment and experience a family atmosphere, team mentality and positive interactions.

We are looking for just the right person to fill a full-time role as an Occupancy Specialist providing oversight for rental properties that participate in affordable housing programs including, but not limited to HUD, RD, HOME LIHTC.

Do you have a good eye for detail, a strong knowledge of the occupancy requirements for government subsidized properties and a working knowledge of other affordable housing programs? If so, this may be the right fit for you.

Corporate Affordable Occupancy Specialist duties include, but are not limited to:

- Review all resident certifications submitted by on-site staff for accuracy and compliance with the applicable housing program
- Provide feed back to on-site staff regarding corrections and approvals
- Submit monthly billings to the appropriate housing agency
- Submit annual reports to the appropriate housing agency
- Train Staff as needed.

Experience

- Familiarity with project based Section 8 and Section 515 regulations is required. Prefer the following qualifications/certificates:
 - Certified HUD Occupancy Specialist-NCHM or equivalent
 - STAR Certification by Spectrum or equivalent high level training in Rural Development programs.
 - LIHTC
- Proven experience as an Apartment Manager or similar role in real estate management
- Excellent negotiation skills and ability to enforce lease terms effectively
- Knowledge of relevant laws and regulations pertaining to rental properties
- Exceptional organizational and multitasking abilities
- Strong communication skills, both written and verbal
- other affordable housing programs is preferred.

- Experience completing successful monthly subsidy billings
- Experience with Yardi or similar property management software is required.

If you are a detail-oriented individual with a passion for real estate management and a commitment to providing excellent tenant service, we encourage you to apply for the position of Corporate Occupancy Specialist. Join our team and contribute to the success of our rental communities.

All positions at our company are paid, including internship positions.

Job Type: Full-time

Pay: \$70,00 per year

Expected hours: No more than 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Experience level:

- 2 years as a corporate occupancy specialist

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday
- Weekends & holidays off

Ability to Relocate:

- Lynnwood, WA 98036: Relocate before starting work (Required)