

HISPANIC HOUSING DEVELOPMENT CORPORATION
OCCUPANCY SPECIALIST/ADMIN ASSISTANT

The Occupancy Specialist/Administrative Assistant Is responsible for the leasing and marketing of property as well as providing clerical assistance and general backup to property management staff to accomplish all required tasks. This position also requires one to establish and maintain professional, friendly relationships with coworkers and demonstrate organizational skills.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- Obtains and reviews for accuracy applicant files from CHA's Occupancy Department for general wait list applications and from other developments for transfers.
- Creates file for community area wait list applicants.
- Obtains third party income verifications.
- Performs applicant credit and criminal background checks.
- Completes leasing packet by including all necessary CHA forms, moves clients into the CCS system, reviews rent, and types the lease.
- Shows market-ready apartments to applicants and follows-up each visit.
- Collects rent money from residents.
- Issues keys to residents.
- Helps applicants with filling out the application and submits all applications to the CHA.
- Completes and submits Recertification packets.
- Assists Property Manager with budget reports.
- Assists in maintenance security deposit logs.
- Updates wait list on a monthly basis.
- Attends training sessions.
- Assists Property Manager with other office tasks that need to be completed.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- ◆ High school education or equivalent.
- ◆ Active leasing license.
- ◆ Knowledge of CHA/Assisted housing programs rules and regulations.
- ◆ Experience/training/certification in occupancy as per NCHM, QUADEL.
- ◆ Bilingual (Spanish) a plus.

EOE.

Important: Please indicate the position you are applying for in the subject of the fax or email. Include your salary requirements and fax resumes to 312-278-0012, Attn: HR or email to recruiting@hhdevcorp.com.

Principals only -- No Recruiters