



## **Recertification Specialist (Coventry, RI)**

Woodland Apartments seeks a qualified, motivated and experienced recertification specialist for a 276-apartment home community consisting of 207 Section 8 affordable rentals in Coventry, RI. We are looking for an 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 for all residents in full compliance with HUD regulations. The ideal candidate should possess strong customer service skills, communication skills-verbal and written and a professional demeanor at all times. Three years recertification experience or professional certification such as Certified Occupancy Specialist required. 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.

Associates Degree and/or applicable work experience with working knowledge of HUD programs.

Please submit resumes to [llyfield@hallkeen.com](mailto:llyfield@hallkeen.com).



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