



wesley living

Service | Compassion | Integrity

Occupancy Specialist

St. Peter Manor - Memphis, TN

Fulltime | \$16 an hour

Faith based nonprofit, Wesley Living has provided excellent housing services to seniors since 1969. Who we are and what we do centers on our Core Values of Service, Compassion, and Integrity.

We are looking to welcome a dependable and detail-oriented occupancy specialist who is a critical thinker and self-starter that embodies our Core Values of Service, Compassion, and Integrity. This person will use their organization skills and job knowledge of HUD and large tax credit properties to assist our community in achieving and maintaining maximum occupancy.

Requirements:

- At least 6 months to 1 year of tax credit experience
- HUD experience
- Associate's Degree preferred
- Excellent communication skills: verbal, written, electronic, face-to-face
- Ability to operate under pressure and meet deadlines, while maintaining a positive attitude
- Exhibit or attain proficiency in computer systems including Microsoft Office products, HUD online systems, and industry specific software

Benefits Include:

**Comprehensive Insurance | Retirement plan | Tuition Reimbursement |
Paid-time off and leave programs | Identity protection |
Employee Assistance Program**

Equal Opportunity Employer. All positions subject to background and drug screening.

To apply: Send resume to HumanResources@wesleyliving.com.