Application Processor

Entry level property management position, will train. Reliable person looking for a career with growing multistate property management company.

Job Description: Review and approve rental applications based on program compliance rules. You will be responsible for calculating annual incomes of applicants based on verification of income and assets. You will report annual certifications to various state agencies and assist with file audits using computerized data entry systems. You must be able to effectively communicate with site managers and applicants to assist with the qualification process.

This position requires office hours 8:30 am to 5:00 pm in our downtown Omaha headquarters, parking is provided. Applicant must be available for occasional overnight travel as needed for training, auditing and file inspections. Training to include state agency trainings and employee training sessions.

Applicants must be well-organized, possess strong verbal and written communication skills and must be able to effectively communicate with staff and state agencies.

You may obtain an application at https://www.beacon.cc/employment.html
Send completed application and resume to info@beacon.cc or fax to 402-346-2096