



JOB OPEN



Project Manager

Are you a natural leader? Do you have the ability to oversee a fast-paced working environment? Are you looking for an opportunity to use your affordable housing experience? If so, we have the perfect opportunity for you!

Hummingbird Management & Compliance and EnCompliance Consulting is looking to contract a full-time Project Manager for a mass recertification project. Position is expected to last for six months.

REQUIREMENTS:

- Must have HCV recertification experience
- Completion of HCV Certification
- Strong leadership skills
- Ability to meet deadlines and multitask
- Experience with PDF documents
- Ability to work 40 hours a week in an office setting

DUTIES:

- Oversee day-to-day operations for annual recertification contract
- Handle escalated situations
- Keep track of progress and able to problem solve
- Provide great customer service



If you are interested in this position, please send your resume to:

info@hbmglc.com

We look forward to hearing from you!

