



Positions: Associate I and Associate II

Location: Baltimore, Maryland

Murphy Consulting LLC partners with owners and developers of multifamily apartment communities, skilled nursing facilities and senior living residences nationwide to help them meet their HUD transaction needs and regulatory obligations. We also partner with management companies and facility operators at those communities on both initial HUD approval and ongoing HUD regulatory obligations.

An **Associate I** is responsible for assisting clients with certain HUD approvals under the FHA loan program for multifamily apartment communities and healthcare facilities. An **Associate II** will work on HUD approvals under the FHA loan program as well as other more complex deals involving HAP Contract Assignments, Transfers of Physical Assets and Active HUD Flags.

Daily tasks include:

- Reviewing organizational documents and ownership structures.
- Preparing multi-tiered organization charts in PowerPoint.
- Gathering data and tracking due diligence items.
- Proofreading documents.
- Creating reports in the HUD system.
- Communicating via email and phone with clients.
- Managing timeline needs of each transaction.
- Submitting applications to HUD and tracking approvals.
- Managing a client load of approximately 30 files.

Prior experience with HUD regulatory approvals is not required at the Associate level. Intensive regulatory training is provided under a mentoring program with training presented in a measured approach. We are seeking smart, capable people who are eager to learn. Our ideal candidate will have worked within the realm of government restrictions and regulations and understand how to approach a client who is anxious and overburdened. Our role is to take a portion of their burden off them and partner to meet their needs.

Successful candidates will possess the following qualities:

- Learns new information quickly.
- Has a strong attention to detail.
- Communicates professionally and clearly (written and verbal).
- Has proven success managing competing priorities.
- Works well in a time sensitive environment.
- Self-checks and corrects work routinely.

Minimum Requirements:

- Bachelor's Degree
- Strong proficiency with MS Outlook and Excel
- Experience with MS PowerPoint
- Experience manipulating documents in Adobe
- Experience with HUD's WASS System is a plus

Murphy Consulting LLC is an industry leader with a strong reputation for knowledgeable associates, quality work and timely deliverables. We provide opportunities for professional development and promotion within the company. To learn more about us, visit our website at www.MurphyConsultingSvs.com

Salary commensurate with experience. Interested candidates should send resume with salary requirements to Denise@MurphyConsultingSvs.com