

The Schochet Companies are hiring!

Fresh Pond Apartments is now accepting resumes for an experienced Assistant Property Manager. Fresh Pond Apartments is a 500-unit multifamily affordable apartment community in Cambridge, MA.

Responsibilities include, but are not limited to, assisting the Property Manager with the day-to-day operations of the property and assisting the compliance team to ensure adherence with HUD rules and regulation. Prior experience in Project-based Section 8 administration, including but not limited to certifications of all types, processing and posting the voucher and EIV is a must.

The Assistant Property Manager must be able to manage the property and supervise a large staff when the Property Manager is not available.

3+ years of Property Management experience. Must have excellent organizational, interpersonal & communication skills, team player, proficient in computer skills and Microsoft Office software. Yardi experience a plus. Certified Occupancy Specialist or equivalent is required. Additional IREM certifications are preferred.

Please forward resume to [jobs@schochet.com](mailto:jobs@schochet.com) or fax 617-830-0373. Pre-employment background check required. EOE  
For more information on this position please contact Robin @  
617-398-5144

[www.schochet.com](http://www.schochet.com)