

The Schochet Companies are Hiring!

We are seeking an experienced Senior Property Manager for Sheldon Oak Communities in Hartford, CT. Sheldon Oak Communities is a portfolio of 6 affordable apartment communities totaling 368 units located in the Sheldon Charter Oak, Upper Albany, and Northeast neighborhoods of Hartford . Responsibilities include but not limited to; overseeing all the day-to-day operations of the properties; preparation of annual budgets, vendor relations and ensuring financial and physical health of the property. Prior experience in Section 8 compliance which includes but not limited to certifications, re-certifications and interim certifications as well as LIHTC a must.

5+ years of prior multifamily property management experience at the site manager level or higher and knowledge of HUD programs including Project-Based Section 8 and Low Income Housing Tax Credit required. Able to motivate and manage a large staff and have excellent organizational, interpersonal & communication skills. Proficient in Microsoft Office and prior experience with Yardi is a plus. Bilingual in Spanish is strongly preferred. Excellent benefits package and competitive salary.

Interested and qualified candidates please submit resume and salary requirements to: jobs@schochet.com or fax 617-830-0373. Background check required and drug test required. EOE

For more information regarding this position please call Robin at 617-398-5144

www.schochet.com