Schochet is seeking an Assistant Property Manager for Compliance.

Fresh Pond Apartments is a 500-unit Family Apartment Community located in Cambridge, MA. Responsibilities include but not limited to; assisting the Sr. Property Manager with all day-to-day operations of the property as well as overseeing the Compliance Team; prior experience in Section 8 compliance which includes but not limited to certifications, re-certifications and interim certifications.

* Responsible for the completion of annual and interim resident recertifications. All recertifications must be current and completed in the month in which they are due. Calculate residents rent as assigned. Maintain all needed information in the Yardi property management software.
* Maintain on-going, positive communications and a customer service focus both in answering phone calls and in person communications with residents, potential residents, vendors, co-workers and the broader community.
* Show apartment units to prospective residents and process move-in paperwork in accordance with company procedures. Complete resident orientations and unit inspections as appropriate.
* Comply with all EIV regulations and Company confidentiality requirements.
* Submission and processing of TRACS and HAP payments.
* Maintain and regularly update the property’s wait list as assigned.
* Overseeing vacancies.
* Complete all other duties assigned by manager.

The right candidate is a self-motivated with 3+ years of Property Management experience that includes a background in Section 8 housing. Must have excellent organizational, interpersonal and communication skills, be a team player and proficient in Microsoft Office. Yardi experience a plus. Certified Occupancy Specialist or equivalent is required. Additional IREM certifications are preferred.

**Come join our team that offers over 50 years of encouraging growth and employee retention! Schochet offers a comprehensive benefits package that includes health, dental, 401k and more available on your first day. All new employees accrue 3 weeks of vacation per year, 12 paid holidays, 5 sick days, 3 personal days per year and many other great perks.**

A recognized leader in multifamily development and property management, with a special expertise in affordable housing, the Schochet Companies owns and/or manages nearly 5,500 apartments and 125,000 square feet of commercial space throughout New England. We are looking for an exceptional candidate to bring their skills and talent to our exciting and growing company, where you would join a team of the very best professionals working to develop and acquire critical affordable housing (and other multifamily) assets with an eye toward revitalizing and enhancing the marketability, livability, and quality of every community we serve.

Interested and qualified candidates please submit resume to: [careers@schochet.com](mailto:careers@schochet.com).

Pre-employment background check and drug screen required. EOE

For more information regarding this position please call Robin at

617-398-5144 or schochet.com