Schochet is currently seeking an Assistant Property Manager!

**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.**

Plumley Village in a 430unit Family Apartment Community located in Worcester, MA.

**Responsibilities:**

* Facilitates all aspects of the apartment leasing process, including administrative duties, rents and fees, maintenance of the waitlist, notices and evictions, etc.
* Supervises the Compliance department to ensure the proper HUD requirements are being followed.
* Inspects market ready units for acceptance to lease and for resident move in.
* Submission and processing of TRACS and HAP payments.
* Monitors and produces property reports in Yardi.
* Promotes positive resident relations and responds to resident issues and complaints.
* Provides assistance and back-up to the Sr. Property Manager in their duties.
* Bilingual in Spanish a plus.

The Assistant Property Manager must be able to manage the property and supervise a large staff when the Property Manager is not available. The right candidate is a self-motivated individual who strives to succeed. 3+ years of Property Management experience that includes a background with Section 8 housing. Must have excellent organizational, interpersonal and communication skills, be a team player and be proficient in Microsoft Office. Yardi experience a plus. Certified Occupancy Specialist or equivalent is required. Additional IREM certifications are preferred.

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 forward resume to: [careers@schochet.com](mailto:careers@schochet.com) or fax 617-830-0370. Pre-employment background check & drug screen required. EOE

For more information on this position please contact Robin @ 617-398-5144 or schochet.com