**Schochet is currently seeking a 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.**

Devenscrest Village is a 115 Townhome Community located in Ayer, Ma.

Duties/Skills include but not limited to;

1. Supervise all property staff in accordance with all company policies and procedures. Oversee day to day operations of the property, including budgets, staff payroll, reporting property status, and supervise outside vendor work.
2. Responsible for the management positive communications with residents, potential residents, vendors, staff, retail space leases and the broader community.
3. Supervise all rent calculations, rent collections and notices for delinquent payments. Manage all legal actions when necessary. Manage all subsidy collection and collection issues.

Prior multifamily property management experience. Able to motivate and manage property management staff and have excellent organizational, interpersonal and communication skills. Proficient in Microsoft Office and prior experience with Yardi is a plus.

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 or fax 617-830-0373. Pre-employment background check & drug test required. EOE

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

www.schochet.com