**Schochet is currently seeking an Experienced Sr. Property Manager for Plumley Village in Worcester, MA.**

The Sr. Property Manager is responsible for all aspects of day-to-day operations of the property. Direct all operations of office and maintenance staff. Plumley Village is a 430 Family Apartment Community.

Duties/Skills include but not limited to;

1. Supervise all property staff in accordance with all company policies and procedures.  Assist with hiring staff when a position is open.  Sr. Property Managers are responsible for training staff, providing on-going performance feedback and annual performance reviews.
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.
4. Prepare and submit required reports including, but not limited to, timesheets, building inspection reports, vacancy reports, vouchers, recertifications, move-ins, vacancies, inventory and property/unit inspection reports.

5+ years of prior multifamily property management experience, managing a site of 250+ units, and strong knowledge of Section 8 program. COS designation required and ARM designation preferred. Able to motivate and manage a large property management staff and have excellent organizational, interpersonal and communication skills.

**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) 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