

Seeking Assistant Manager w/Section 8 / COS experience (Boston, MA)

S-C Management Corp is seeking an Occupancy Specialist/Assistant Property Manager with proven experience in project-based Section 8 and LIHTC programs. Position is within our Boston/Huntington Avenue portfolio and is easily accessible by the "T".

The Position:

The Occupancy Specialist/Assistant Manager's primary responsibilities will be performing re-certifications for tenant households, qualifying new residents for occupancy through initial certs., working with MassHousing and local Housing Authorities, marketing apartments, supervising unit turnovers, posting rents, doing monthly rent reconciliations, and assisting the Manager with various other responsibilities, as needed. Corporate culture supports a team atmosphere, education and professional growth.

The Candidate:

The successful candidate will be a bright, detail oriented, self-starter with an outgoing personality, positive attitude, and strong organizational, computer and communication skills. Attention to detail and ability to multi-task are essential. Experience with project based Section 8 and HUD 4350.3 is required; experience with LIHTC and HOME is a plus.

The Company:

S-C Management Corp is a mid-size, full-service residential management and consulting firm located in Newton, MA. The company has been providing exceptional service for over 30 years to a wide range of clients including non-profit and for-profit developers and financial institutions. S-C is known to be a user-friendly employer, applying the same personalized approach to employee relations as it does to its property management solutions. S-C encourages employee training and education, with a focus on the pursuit of excellence.

We offer an excellent compensation and benefits package including comprehensive medical and dental coverage, long-term disability benefits, life insurance, 401K, with match, paid sick and vacation time, and paid company holidays.

Please send resumes with salary requirements via email or by fax to 617-734-5853 sure to reference Occupancy Specialist/Asst. Manager in your email or fax. EOE