

Assistant Property Manager

Assistant Property Manager needed for a 500 unit family apt community in Cambridge, MA. Responsibilities include, but not limited to, assisting the Property Manager with all the day-to-day operations of the property. Managing the Compliance Team, which includes but not limited to; ensuring that the site compliance department follows all rules, procedures and policies established by local housing authorities, HUD and Federal Management. Assists team with processing all new resident applications to ensure that the candidates qualify under HUD rules and regulation. Processing all recertifications /interim certifications in compliance with HUD 4350.3 regulations.

The Assist Property Manager must be able to manage the property and staff when the Property Manager is away from the site.

3+ years of Property Management experience. Must have excellent organizational, interpersonal & communication skills, team player, proficient in basic computer skills including Microsoft Word and Excel and experience with Yardi a plus. A Bachelor's degree is preferred and a designation of Certified Occupancy Specialist or equivalent is required. Additional IREM certifications are preferred.

Please forward resume and salary requirements to jobs@schochet.com or fax 617-830-0373. Pre-employment background check required. EOE
For more information on this position please contact Robin @ 617-383-5144

www.schochet.com