

The Schochet Companies are Hiring!

Symphony Plaza East and West Apartments in Boston, MA are now accepting resumes for an Assistant Property Manager with job growth opportunities. Symphony Plaza East & West is a busy 400+ unit Elderly Apartment Community.

Duties/Skills include but not limited to: assisting with all the day-to-day operations of the property, general office duties, resident interactions and AR & AP. Must have prior Section 8 and Tax Credit Compliance which includes but not limited to certifications, recertification's and interim certifications. Able to manage the property and staff while the Property Manager is absent. Must be team player, able to work independently and strong computer skills. Prior experience with Yardi a plus and COS or CPO certification required. Bilingual in Russian a plus, not required. At least 2 years of prior residential property management experience preferred.

Excellent Benefits & Competitive Salary. Interested candidates please submit resume and salary requirements to: jobs@schochet.com or fax 617-830-0373. Pre-employment background check and drug test required. EOE

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

www.schochet.com