

The Schochet Companies are Hiring!

Symphony Plaza East and West Apartments in Boston, MA is now accepting resumes for an Assistant Property Manager. 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 exp with Yardi a plus and COS or CPO certification required.

Excellent Benefits & Competitive Salary. Interested candidates please submit resume and salary requirements to: [jobs@schochet.com](mailto: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](http://www.schochet.com)