

## Assistant Property Manager

Experienced Assistant Property Manager needed for busy 200+ Section 8 elderly apt community in Brockton, MA. 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. Section 8 Compliance which includes but not limited to certifications, recertification's and interim certifications.

Able to manage the property while the Property Manager is absent. Excellent Benefits & Competitive Salary. Must be team player, able to work independently and strong computer skills. Prior exp with Yardi a plus. 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)