

The Schochet Companies are Hiring!

Seabury Heights Apartments are now accepting resumes for an Experienced Assistant Property Manager to assist in managing a busy 300+ Tax Credit/Section 8 Elderly Development in Worcester, MA

The Assistant Property Manager will support the Property Manager in all aspects of administration, marketing and; scheduling and follow up on maintenance requests. The APM must demonstrate strong customer service, problem solving, team player, decision making and multitasking in a fast pace environment. Duties include but not limited to;

- Process income certifications/recertifications for multiple affordable housing programs and updates in Yardi database.
- Processes monthly Section 8 Housing Assistance Payment Billing.
- Processes and transmits TRACS (Tenant Rental Assistance Certification System).
- Coordinates leasing to include intakes, interviews, processing and preparation of applications, and their distribution.
- Coordinates and maintains waiting list.
- Assists with rent collection efforts by mailing notices to delinquent residents.
- Prepares lease packages and supplemental documents for new move-ins.
- Assists in annual unit inspections
- Manage the property while the Property Manager is absent
- CPO, COS, TCS or SHCM Certification

2+ years of prior multifamily property management experience and knowledge of HUD programs including Project-Based Section 8 and Low Income Housing Tax Credit required.. Proficient in Microsoft Office and prior experience with Yardi is a plus. 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