

The Schochet Companies Are Hiring!

Fresh Pond Apartments is now hiring a Compliance Specialist. Fresh Pond Apartments is a 500+ unit family apt community in Cambridge, MA. The Compliance Specialist is responsible for processing all recertifications /interim recertifications in compliance with HUD 4350.3 regulations. You will be responsible for sending recertification notices to tenants, recertification interviews & sending verifications to third parties. Additional general office duties when needed, strong attention to detail, customer service skills and able to multi-task. COS certification preferred and bi-lingual in Spanish a plus. Interested and qualified candidates please submit resume to: jobs@schochet.com or fax 617-830-0373. Pre-employment background check required and drug test required. EOE

For more information on this position please contact Robin @ 617-383-5144

www.schochet.com