

FACILITIES MANAGER

Facilities Manager needed for a 400+ unit Elderly apartment community in Downtown Boston. Facilities Manager is responsible for the complete day-to-day maintenance operations of the property. Duties include but not limited to the overall management of staff and scheduling of staff, Extensive experience with plumbing, electrical, HVAC, appliance repair, unit turnovers and general property maintenance. Assist with the yearly budgets; oversee all capital projects , interaction with vendors and contractors as well as soliciting bids. Daily interactions with residents in a professional manner . You are required to be available and often on-site in the event of a weather or property emergency. Min. of 8 years Property Maintenance experience required. Excellent Benefits and Competitive Salary.

Please forward resume to: jobs@schochet.com or fax 617-830-0370. Pre-employment background check & drug test required. EOE

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

www.schochet.com