

S-C Management Corp. is looking for an experienced hands-on Occupancy Specialist/Assistant Property Manager for a multi-site portfolio of mixed-income apartment and condominium units in North Cambridge. This position requires previous property management experience with leasing, affordable housing certifications, rent collection, accounts payables/receivables, wait list management, work order processing, reporting, and overall office management.

Requirements:

- Candidate must be familiar with HUD/Section 8 and HUD/236 programs preferred. COS certification a plus.
- Candidate should be customer service-oriented and should be able to effectively communicate with staff, residents, vendors and owners.
- Candidate should have excellent organizational and time management skills.
- Candidate must have strong verbal and written communication skills.
- Proficiency with Microsoft Office, including Word, Excel and Outlook is required. Prior experience with OneSite software preferred, but not required.
- The ideal candidate will have a minimum of 2 years experience with affordable housing experience.

Company Overview:

S-C Management Corp. is a mid-size full-service residential property management firm located in Newton, MA. The company has been providing exceptional service for over 30 years to a wide range of clients, including non-profit and for-profit developers and financial institutions. S-C encourages employee training and education, with a focus on continual learning and the pursuit of excellence. Staff works closely as a team, sharing experiences and resources.

We offer an excellent compensation and benefits package, including comprehensive medical and dental coverage, long-term disability benefits, life insurance, 401k match, paid sick and vacation time, and paid company holidays.

Please send resume and cover letter with salary requirements to careers@s-cmanagement.com. Please reference "Cambridge APM" in your email subject line. EOE