

## The Schochet Companies are Hiring!

The Schochet Companies are a full-service real estate development and management company. We are currently accepting resumes for an Experienced Property Manager at Symphony Plaza in downtown Boston. The Schochet Companies has an AMO designation (Accredited Management Organization) awarded by the Institute of Real Estate Management. Come join a winning team!

Symphony Plaza is a 400-unit low-income elderly/disabled apartment community in heart of downtown Boston. The community has received numerous industry awards including the Communities of Quality.

Duties/Skills include but not limited to;

1. Supervise all property staff in accordance with all Federal Management policies and procedures. Assist with hiring staff when a position is open. Property Managers are responsible for training staff, providing on-going performance feedback and annual performance reviews.
2. Responsible for the management positive communications with residents, potential residents, vendors, staff, retail space leases and the broader community.
3. Ensure the property staff complies with all company policies and regulatory agency procedures and programs.
4. Supervise all rent calculations, rent collections and notices for delinquent payments. Manage all legal actions when necessary. Manage all subsidy collection and collection issues.
5. Actively manage all vacancies in order to minimize lost income to the property.
6. Oversee and/or assist with the completion of annual and interim resident recertifications. Ensure compliance with all Federal Management policies and procedures and State and Federal rules and regulations pertaining to the certification process. Ensure that all recertifications are current and completed in the month in which they are due.
7. Work with the property's Portfolio Manager to develop an annual budget for the property. Manage property within the approved annual budget. Maintain and prepare and submit paperwork for replacement reserves.
8. Manage directly or supervise the properties accounts payable and receivables.
9. Prepare and submit required reports including, but not limited to, timesheets, building inspection reports, vacancy reports, vouchers, recertifications, move-ins, vacancies, inventory and property/unit inspection reports.

10. Prepare property for all inspections. Respond promptly to all inspection findings. Regularly (generally at least 1 time per week) complete a visual inspection of assigned properties.
11. Manage all vendors and vendor relations. Guarantee all contractors comply with the company's rules and regulations and insurance requirements. Directly supervise or ensure assigned staff member directly supervises all vendors while on the property. Meet all corporate deadlines for obtaining bids and contracts for seasonal driven bids such as snow removal and landscaping. Ensure that work completed by vendors is reviewed and unacceptable work is immediately addressed.
12. A Property Manager is required to be available and may be required to be on-site in the event of a weather or property emergency. The Property Manager in coordination with their Portfolio Manager is responsible for managing all emergency responses.
13. Complete all other assigned duties as needed.

5+ years of prior multifamily property management experience, strong knowledge of HUD programs including Project-Based Section 8 and Tax Credit. COS or CPO required and ARM designation preferred. Able to motivate and manage a large staff and have excellent organizational, interpersonal and communication skills. Proficient in Microsoft Office and prior experience with Yardi is a plus. Excellent benefits package and competitive salary

Interested and qualified candidates, please submit resume to: [jobs@schochet.com](mailto:jobs@schochet.com) or fax 617-830-0373. Pre-employment background check & drug test required. EOE

For more information on this position please contact Robin @ 617-398-5144.  
[www.schochet.com](http://www.schochet.com)