

PROPERTY MANAGER

The Schochet Companies are now accepting resumes for an experienced property manager. We are an expanding property management company that offers excellent career advancement and an exciting chance to be part of a diverse team!

Experienced Property Manager needed for a 14 unit Elderly Apartment community right near the Boston Common. Responsibilities include but not limited to; overseeing all the day-to-day operations of the property; preparation of budgets, vendor relations and ensuring financial and physical health of the property. Prior experience in Section 8 compliance required, which includes but not limited to certifications, re-certifications and interim certifications as well as LIHTC a must.

A minimum of 5 years of Property Management experience required. Must have excellent organizational, interpersonal & communication skills, able to motivate and supervise a staff of three and strong computer knowledge. Prior experience using Yardi is a plus. Competitive salary & excellent benefits. Interested and qualified candidates please submit resume and salary requirements to: jobs@schochet.com or fax 617-830-0373. Background check and drug test required. EOE

For more information regarding this position please call Robin at 617-398-5144

www.schochet.com