

The Schochet Companies are Hiring!

Property Manager needed for a 312 unit affordable family apartment community; Riverside Village in Leominster, MA. The Property Manager is responsible for all aspects of day-to-day operations of the property. Direct all operations of office and maintenance staff. Must have prior experience in Section 8 and LIHTC compliance which includes but is not limited to certifications and annual/interim recertifications. Minimum of 10+ years Property Maintenance and 5+ years supervisory experience required.

Duties and Responsibilities:

1. Recruits, hires, trains, develops, schedules and directs assigned staff. Reviews and evaluates performance. Develops strategies to motivate staff and achieve goals;
2. Responsible for management of positive communications with residents, potential residents, vendors, and the broader community.
3. Supervise all rent calculations, rent collections and notices for delinquent payments. Manage all legal actions when necessary. Manage all subsidy collection and collection issues.
4. Actively manage all vacancies in order to minimize lost income to the property.
5. Oversee and/or assist with the completion of annual and interim resident recertifications. Ensure compliance with all company policies and procedures and state and federal rules and regulations pertaining to the certification process.
6. 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.
7. Manage directly or supervise the properties accounts payable and receivables.
8. 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.
9. Prepare property for all inspections. Respond promptly to all inspection findings. Regularly complete a visual inspection of assigned properties.
10. 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.
11. 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.

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