

Property Manager

Experienced Property Manager needed for a 200 unit elderly/disabled apartment community in Medford, MA. Responsibilities include, but not limited to; overseeing the day-to-day operation of the property; resident relations, supervision of on-site personnel, preparation of budgets, vendor relations and ensuring financial and physical health of the property. Prior experience in section 8, compliance which includes but not limited to certifications, recertifications and interim certifications.

3-5 years of experience required with excellent organizational, interpersonal & communication skills, team player, proficient with the computer and exp with Yardi a plus. Competitive salary & excellent benefits. Interested and qualified candidates please submit resume and salary requirements to: jobs@schochet or fax 617-830-0373. Background check required and drug test required. EOE

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

www.schochet.com