

The Schochet Companies are hiring an Experienced Property Manager for Cotton Mill Apartments.

Cotton Mill Apartments is a 55 unit Family Apartment Community in Whitinsville, MA. The Property Manager will be involved in all aspects of administration, marketing and maintenance. The person must also demonstrate strong customer service, problem solving, decision making and multitasking skills. Duties will include but not limited to:

- Process income certifications/recertifications for multiple affordable housing programs and updates in Yardi database.
- Processes monthly Section 8 Housing Assistance Payment Billing.
- Processes and transmits TRACS (Tenant Rental Assistance Certification System).
- Coordinates and maintains waiting list.
- Assists with rent collection efforts by mailing notices to delinquent residents.
- Prepares lease packages and supplemental documents for new move-ins.

**Requirements:**

CPO or COS Certification

2 or more years experience in multi-family property management

Knowledge of HUD programs including Project-Based Section 8

Proficiency in Microsoft Office, including Word, Excel, and Outlook

Excellent customer service skills

Ability to perform in a busy, multi-tasking work environment and team player

Requires the ability to travel (for training, errands, etc.)

20 hours a week with a flexible schedule for the right candidate. Also, we will consider APM applicants who have the general qualifications to fulfill the job duties and looking for advancement.

Interested candidates please submit resume and salary requirements to: jobs@schochet.com or fax 617-830-0373. Pre-employment background check and drug test required. EOE

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

[www.schochet.com](http://www.schochet.com)