

The Schochet Companies are hiring!

We are seeking an experienced Property Manager for Seabury Heights Apartments, in Worcester, MA. Seabury Heights which is a 300+ unit Elderly Apartment Community. Responsibilities include but not limited to; overseeing all the day-to-day operations of the property; preparation of annual 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, re-certifications and interim certifications as well as LIHTC a must.

5+ years of prior multifamily property management experience and knowledge of HUD programs including Project-Based Section 8 and Low Income Housing Tax Credit required. Proficient in Microsoft Office and prior experience with Yardi is a plus. Excellent Benefits & Competitive Salary. Able to motivate and manage a large staff and have excellent organizational, interpersonal & communication skills.

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

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

www.schochet.com