

Schochet is currently seeking a Property Manager at Taurus of Fountain Hill Apartments.

Come join our team that offers over 50 years of encouraging growth and employee retention! The Schochet Companies offers a comprehensive benefits package that includes health, dental, 401k and more available on your first day. All new employees accrue 3 weeks of vacation per year, 12 paid holidays, 5 sick days, 3 personal days per year and many other great perks.

Duties/Skills include but not limited to:

1. Supervise all property staff .
2. Responsible for the management positive communications with residents, potential residents, vendors, staff, retail space leases 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. Oversee and/or assist with the completion of annual and interim resident recertifications. Ensure compliance with all Federal Management policies and procedures and State and Federal rules and regulations pertaining to the certification process. Ensure that all recertifications are current and completed in the month in which they are due.

Previous Property Management experience with knowledge of HUD programs including Project-Based Section 8, COS or CPO required, and ARM designation preferred. Able to motivate and manage staff and have excellent organizational, interpersonal and communication skills.

Interested and qualified candidates, please submit resume to: careers@schochet.com or fax 617-830-0373. Pre-employment background check & drug test required. EOE

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