

Schochet is currently seeking an Assistant Property Manager!

Come join our team that offers over 50 years of encouraging growth and employee retention! Schochet 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.

Fresh Pond Apartments is a 500+ family apartment community in Cambridge, MA. The community has received numerous industry awards including the Communities of Quality - Exemplary Family Property.

Responsibilities:

- Facilitates all aspects of the apartment leasing process, including administrative duties, rents and fees, maintenance of the waitlist, notices and evictions, etc.
- Supervises the Compliance department to ensure the proper HUD requirements are being followed.
- Inspects market ready units for acceptance to lease and for resident move in.
- Submission and processing of TRACS and HAP payments.
- Monitors and produces property reports in Yardi.
- Promotes positive resident relations and responds to resident issues and complaints.
- Provides assistance and back-up to the Property Manager in their duties.

The Assistant Property Manager must be able to manage the property and supervise a large staff when the Property Manager is not available. The right candidate is a self-motivated individual who strives to succeed. 3+ years of Property Management experience that includes a background with Section 8 housing. Must have excellent organizational, interpersonal and communication skills, be a team player and proficient in Microsoft Office. Yardi experience a plus. Certified Occupancy Specialist or equivalent is required. Additional IREM certifications are preferred.

Interested and qualified candidates, please forward resume to: careers@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

schochet.com