

Schochet is now accepting resumes for an experienced Portfolio Manager. We are an expanding property management company that offers excellent career advancement and an exciting chance to be part of a diverse team!

The Portfolio Manager will oversee multiple sites within the portfolio, largely based in Western Massachusetts.

Duties include but are not limited to:

- Oversee and ensure adherence to property management policies and procedures for assigned portfolio.
- Assist senior leadership team in development of annual property budgets for entire portfolio.
- Assist Executive Vice President of Property Management to ensure accurate and timely reporting of key operation statistics for the entire portfolio.
- Work closely with Vice President of Human Resources on various personnel functions including: staffing, employee evaluations, employee retention, and employee development for assigned portfolio.
- Ensure consistent application of HUD and/or state agency program rules and regulations for assigned portfolio and assist Executive Vice President of Property Management with these issues as needed for entire portfolio.
- Complete all other assigned duties as needed.

The Portfolio Manager will be responsible for directly supervising a portfolio of 10 to 15 properties managed by Property Managers or other on-site staff. The Portfolio Manager will manage assigned duties with little supervision. Assigned duties require a comprehensive knowledge of the overall operations of multiple facilities and a sophisticated level of professional judgment and conceptual thinking and analysis. A Portfolio Manager is directly accountable for the assigned properties results.

Designations/Requirements:

*Team player and able to supervise a staff of 10+

*Experience with large sites (250+ units)

*CPM-Certified Property Manager preferred

*COS or CPO certification required

7-10 years of Property Management experience required as well as requirements listed above. Must be able to travel to different property locations as needed. Interested & qualified candidates, please apply to: careers@schochet.com . Pre-employment background check & drug test required. EOE

Schochet is a recognized leader in multifamily development and property management, with a special expertise in affordable housing, Schochet owns and/or manages nearly 5,500 apartments and 125,000 square feet of commercial space throughout New England. We are looking for an exceptional candidate to bring their skills and talent to our exciting and growing company, where you would join a team of the very best professionals working to develop and acquire critical affordable housing (and other

multifamily) assets with an eye toward revitalizing and enhancing the marketability, livability, and quality of every community we serve.

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.

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

www.schochet.com