

Are you looking to grow with a growing company? If the answer is “yes”, come join us at Schochet!

Schochet is currently seeking a Property Manager or an Assistant Property Manager looking to take the next step in property management 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. Property Managers are responsible for training staff, providing on-going performance feedback and annual performance reviews.
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.
5. Bilingual in Spanish required.

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

A recognized leader in multifamily development and property management, with a special expertise in affordable housing, the Schochet Companies 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.

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

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