

The Schochet Companies are Hiring!

The Schochet Companies is a full-service real estate development and management company seeking an Assistant Property Manager to perform a variety of functions within the Property Management Team. Essex Village and King's Grant Apartments is a 200+ multi-family apartment community in North Kingstown, RI.

Responsibilities:

- Facilitates all aspects of the apartment leasing process, including administrative duties, rents and fees, maintenance of the waitlist, notices and evictions, etc.
- 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.
- Responsible for the completion of annual and interim resident recertifications. All recertifications must be current and completed in the month in which they are due. Calculate residents rent as assigned.
- Maintain all needed information in the Yardi property management software.
- Promotes positive resident relations and responds to resident issues and complaints.
- Provides assistance and back-up to the Property Manager in his/her duties.

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

Excellent Benefits and Competitive Salary. Please forward resume to: jobs@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.

The Schochet Company has an AMO designation (Accredited Management Organization) awarded by the Institute of Real Estate Management. Come join a winning team!

www.schochet.com