

Receptionist / Administrative Assistant

The Villa Victoria Community located in Boston's South End is seeking dynamic and outgoing candidates for a Receptionist/Administrative Assistant opening. The community consists of over 400 residential units. The work hours are 9:00am to 5:00pm, Monday to Friday. Responsibilities include greeting visitors, answering and directing calls, and overseeing the front desk duties, accepting rent payments, schedule appointments, update the waitlist, provide coverage for the maintenance department when needed, maintaining inventory, ordering and stocking of office supplies, fulfill housing availability information requests by phone and by mail, process invoices, run errands as needed and provide support as needed to other members of the administration team. Must have experience in overall office operations. Skill set includes strong organizational and time management skills, great customer service skills, and good communication skills, proficiency with Microsoft Office: Word, Excel and Outlook. Bilingual in English/Spanish is required.

The successful individual will have a strong desire to be part of a true, diverse team and to work in an environment that fosters learning and professional development through interaction with other property management professionals in a stable and growing company. The successful candidate will have had a positive experience of working as part of a team of professionals. Maloney Properties has a proven track record in employee development and sees its employees as its future leaders. Maloney Properties is an Equal Opportunity Employer.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 90 housing developments containing over 9,000 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the States of Vermont, Rhode Island and New Hampshire.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements.
EOE

Interested candidates should apply via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=463879>