**Assistant Property Manager/Activities Coordinator**

**Maloney Properties – Voted “Best Place to Work” by our employees for 10 years!**

**Our team is hard-working and motivated toward providing the best possible housing experience for our residents. Our reputation for customer service and quality workmanship is exemplary in the industry.**

**About Us**

Established in 1981, Maloney Properties, LLC (MP) is a successful women-owned business. Our services include property management, real estate development, hospitality management, sales/marketing, and construction management services. We manage more than 100 housing communities with more than 11,000 units throughout the New England area.

We attribute our success to the effective working partnerships we have created with both clients and staff. MP has developed a unique culture and work environment that is a significant factor in our success and enables us to attract and retain the best talent and finest professionals in the industry. As a result, MP has a high employee retention rate with an average employee tenure of more than 10 years.

We are a company with a human focus and feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. We have created a community within our company; we set clear goals and work together to achieve them.

**Your Responsibilities:**

Rose Hill Manor is seeking candidates for a part-time Assistant Property Manager/Activities Coordinator to support our residential property in Billerica, MA. The work hours are 32 hours per week (4 days a week), 9:00am to 5:00pm from Monday to Friday. This site consists of 40 units of senior housing. Responsibilities include processing recertifications, preparing reports, processing invoices, rent collections, entering work orders, and special projects. Resident Services responsibilities coordinating services for residents so that they can live independently and coordinating social activities/programs to engage the community.

**Your Qualifications:**

Successful candidates will have at least 3 years of affordable housing experience. Experience with the HUD Section 8 recertification process is required. Experience with Microsoft Office is required. Yardi software experience is a plus. A Certified Occupancy Specialist (COS) certification is preferred. Experience in resident services or social work would be a plus. Bilingual in English and Spanish is a plus. A valid Driver’s License and access to a vehicle is required.

**Compensation & Benefits:**

We offer highly competitive pay and a comprehensive benefits package including great health benefits, 14 paid holidays, vacation time, 401k match, life and disability insurance, employee assistance program, and more. You will love our family-friendly workplace and healthy work-life balance at Maloney.

We also offer training programs and opportunities that lead to employee advancement and promotions. If you are interested in furthering your skills and building your career, this is a great opportunity for you!

**Apply now at the link below. We can’t wait to hear from you!**

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=639181>

Maloney Properties is an Equal Opportunity Employer.