

Access Coordinator/Maintenance Apprentice

Maloney Properties – Voted “Best Place to Work” by our employee for 7 years in a row!

Join our hard-working motivated team! Our reputation for customer service and quality workmanship is the best in the industry.

About Us

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. We manage more than 13,000 units throughout the New England area.

We are a company with a human focus and feel passionately that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. We attribute our success to the effective working partnerships we create with both clients and staff

Your Responsibilities

Maloney Properties is seeking candidates for an Access Coordinator/Maintenance Apprentice to support our residential properties in the South End neighborhood of Boston, MA. This role will be responsible for coordinating and providing access to contractors and vendors into residential, commercial & common area spaces throughout the portfolio. This role will involve learning to perform in-unit repairs and preventative maintenance, completion of work orders, light electrical, plumbing, and carpentry work, and general building maintenance. Duties will also include keeping our property management software up-to-date and accurate, maintaining constant communication with the Maintenance Team regarding on-site items of concern, and working with the Director of Maintenance on larger capital projects. Work hours will be Monday-Friday 9:00-5:00.

Your Qualifications

We are looking for someone with excellent communication skills and a strong customer service philosophy. The ability to work as part of a supportive and cohesive team, as well independently, is required. We are looking for someone who will cross train at other sites and learn the entire portfolio over time. The ability to communicate professionally by phone and email while using a smartphone app is required. Previous experience with Yardi or other management software preferred. Knowledge of Microsoft Word, Excel and Outlook is a plus. Bilingual English/Spanish is preferred. This position includes participation in snow removal. A valid driver's license is required; access to a vehicle is preferred. Successful candidates will be fully vaccinated against COVID-19 as a condition of employment. Reasonable accommodation requests for religious and medical exemptions will be considered.

Compensation & Benefits:

MPI offers a family friendly workplace and healthy work-life balance. In addition to a competitive salary and benefits package we also offer the following:

- Training programs and opportunities that lead to employee advancement and promotions.
- Comprehensive benefits package including great health benefits, 401k, and more

- A generous Employee Referral Program with a bonus of up to \$1,000 per hire.
- A generous vacation and holiday schedule

Apply Now At:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=592248>

Maloney Properties is an Equal Opportunity Employer.