

Access Coordinator

Maloney Properties is seeking candidates for full-time (benefit eligible) Access Coordinator's roles. The position is expected to last for 12-18 months while construction is in process. Work hours will be 7:30am to 4:00pm five days per week. Responsibilities include facilitating access for the General Contractor, subcontractors and other personnel into residential units during the renovations of the buildings at Allston/Brighton Portfolio. Will also serve as the resident's point of contact for information about the renovation program and to convey resident issues and concerns to the General Contractor and other appropriate staff. Previous experience in property management is a plus. Excellent customer service, strong attention to detail and strong MS Office computer skills are required.

Specific responsibilities:

- Conduct resident survey using the survey tool provided.
- Attend all job meetings, as needed, and review schedule to forecast where access will be required.
- Prepare and distribute notices to residents providing general information about job progress and schedule.
- Prepare and distribute specific notices to individual residents about specific day(s) that work will occur in each unit and specifying the work items that will be done on those days.
- Provide access to units as required on a daily basis. Open doors as required and ensure doors both to units, common areas, basements and front doors are locked when work is complete at the end of each day or activity. Maintain a presence in the vicinity of the work to ensure access to and from the units is by authorized personnel only.
- Assist residents with relocating furniture as required to allow contractor access to work areas.
- Coordinate with the Property Manager to ensure keys to all areas and each unit is available when needed.
- Provide information to residents about utility shut-downs or other temporary impacts.
- The access coordinator will work under the direction of the Property Manager.
- Submit a weekly timesheet showing where you worked each day.
- Assist as needed with other tasks assigned by the Managers relating to the relocation of residents and rehabilitation of the properties.

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 online via:

<https://www.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=358550>