

Administrative Assistant

Maloney Properties – Voted “Best Place to Work” by its employees for 7 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, Inc. 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 130 housing communities with more than 13,000 units throughout the New England area.

We attribute our success to the effective working partnerships we have created with both clients and staff. MPI 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, MPI 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. Maloney Properties is an Equal Opportunity Employer.

Your Responsibilities

The Administrative Assistant will provide support to Cochituate Homes, in Framingham, MA. This property consists of 160 units. The work hours are 9:00am to 5:00pm, Monday to Friday. This position is full-time, but willing to consider part-time hours as well. Responsibilities include greeting visitors, answering phones, processing work orders, processing applications, rent collections, bank deposits, receiving and distributing mail, processing invoices, waitlist updates, assist with annual recertifications, and providing support as needed to other members of the team.

Your Qualifications

Prior administrative experience in property management is preferred. Knowledge of affordable housing (Section 8) is a plus. Bilingual in English/Spanish is required. Skill set includes strong organizational and time management, great customer service, and good communication skills. Proficiency with Microsoft Office: Word, Excel, and Outlook. Knowledge of Yardi is a plus.

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.
- A flexible work schedule and the ability in many cases to work remotely.
- A generous Employee Referral Program with a bonus of up to \$1,000 per hire.
- Volunteer and fundraising opportunities for annual causes such as the AIDS Walk and Stand Against Racism, just to name a few.

Apply Now Via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=575803>