

Administrative Assistant

Columbia Road Properties in Dorchester, MA is seeking candidates for a part-time Administrative Assistant/Maintenance Coordinator opening. The work hours are 9:00am to 1:00pm, Monday to Friday. Responsibilities will include, but are not limited to, data entry for completed work orders and employee timesheets, greeting visitors, accepting and processing rent payments, assisting with rent collection, opening work orders for resident requests, processing applications, updating waitlist, preparing correspondence, filing, copying, assist with scheduling recertification appointments, ordering and stocking office supplies, interacting with vendors, providing support to management staff and other administrative duties may be 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 85 housing developments containing over 8,500 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 online via:

<https://www.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=440219>