

## **Concierge/Administrative Assistant**

West End Place, cooperative housing located in Downtown Boston is seeking candidates for a full-time Concierge/Administrative Assistant opening. Work hours are Monday through Friday from 8:00am to 4:00pm. Under the direction of the Property Manager, the Concierge will be responsible for ensuring resident satisfaction by providing a high level of customer service. Duties will include, answering phones, greeting visitors, responding to resident requests and inquiries, processing work orders, scheduling contractors and vendors, processing invoices, preparing correspondence, filing, and copying. Previous concierge or receptionist experience in a residential community or hotel is a preferred. Candidates must have a positive, upbeat demeanor with excellent customer service, communication, and time management skills. Microsoft Office computer skills are required. Experience with Yardi software is a plus. Bilingual in Spanish/English is a plus.

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=230044>