

Administrative Assistant

Cochituate Homes, a 160-unit property located in Framingham, MA, is looking for a full time Administrative Assistant. The work hours are 9:00am to 5:00pm, Monday to Friday. Responsibilities will include, but are not limited to, answering phones, greeting visitors, rent collections, processing applications, assisting with recertifications, preparing invoices for payment, filing, handling deposits, processing work orders, copying, and organizing, compiling and sending correspondence, processing mail, interacting with residents and vendors and providing support to management staff. Previous administrative experience in property management is a preferred. Knowledge of the HUD Section 8 program with a COS certification is preferred. Experience with the recertification process is preferred. Excellent customer service, organizational, written and oral communication skills are required. Candidates must possess strong computer skills in MS Office. Yardi experience preferred. Bilingual in English/Spanish 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 90 housing developments containing over 9,000 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://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=465485>