

Administrative Assistant/Occupancy Specialist

About Us

Established in 1981, Maloney Properties, Inc. (MPI) 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 90 housing communities with more than 9,000 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

Presidential Gardens consists of 220 units of affordable housing and is located in Bradford, MA. You will be responsible for processing applications, annual recertifications, rent collection, accounts payable, processing work orders, and overall office support. The work hours are 8:30am to 5:00pm, Monday to Friday.

Your Qualifications

Previous property management administrative experience is required. Knowledge of Section 8 and LIHTC programs is required. COS, CPO or C3P designation is a plus. Skill set must include excellent organizational and time management skills, great customer service skills, and good communication skills. Proficiency with Microsoft Office: Word, Excel and Outlook are required. Experience with Yardi is a plus. Bilingual in English/Spanish 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.

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