

Administrative Assistant/Resident Services Coordinator

Maloney Properties – Voted “Best Place to Work” by our employees for 8 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. (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 100 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.

What You Will Do:

The Administrative Assistant/Resident Services Coordinator will support our residential properties in the Back Bay area of Boston, MA. Some of the duties you will be responsible for will include:

- Assisting current residents and prospective residents in-person and over the phone
- Taking maintenance requests and following up to schedule work with residents and our maintenance team
- Coordinating with outside vendors and contractors
- Invoice processing and AR
- Keeping up with resident files and data entry
- Rent collection and deposits
- Meeting with residents to assess their needs for social services
- Planning activities and coordinating outreach to residents
- Other duties as needed to support the Property Manager

The work hours are 9:00-5:00 Monday-Friday.

Who We Are Looking For:

We are looking for someone with great attention to detail and organization skills. Willingness to learn and be part of the team will be key to success in this role. A passion for helping and supporting residents with their needs and services is a must.

- Microsoft Office skills are required; experience with Yardi is a plus.
- 5 years or more of office experience is preferred.
- Experience in LIHTC and Section 8 is preferred.
- Bilingual in English/Spanish is required.

Maloney Properties Employees are required to be fully vaccinated against COVID-19 as a condition of employment. Reasonable accommodation requests for medical or religious exemptions will be considered.

Compensation & Benefits:

We offer highly competitive pay and a comprehensive benefits package including great health benefits, 14 paid holidays, vacation time, 401k match, life and disability insurance, employee assistance program, and more. You will love our family-friendly workplace and healthy work-life balance at Maloney.

We also offer training programs and opportunities that lead to employee advancement and promotions. If you are interested in furthering your skills and building your career, this is a great opportunity for you!

Apply now at the link below. We can't wait to hear from you!

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=598202>

Maloney Properties is an Equal Opportunity Employer.