

## **Administrative Assistant/Receptionist**

**Maloney Properties – Voted “Best Place to Work” by our employees for 7 years in a row!**

**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. Maloney Properties is an Equal Opportunity Employer.

### **Your Responsibilities**

Maloney Properties is seeking candidates for a full-time Administrative Assistant position on-site at our Allston/Brighton Portfolio. Work hours are 9:00am to 5:00pm, Monday to Friday. Responsibilities will include answering phones, greeting visitors, serving as translator for Spanish speaking resident/applicants, collecting rent payments, processing work orders, processing applications, preparing correspondence, interacting with vendors, providing support to management staff, and other administrative duties as assigned.

### **Your Qualifications**

Previous administrative experience in an office setting is required. We are looking for someone with excellent customer service skills, strong attention to detail, and strong Microsoft Office skills. Experience with Yardi software is a plus. Bilingual in Spanish/English is required. Successful candidates will be fully vaccinated against COVID-19 as a condition of employment. Reasonable accommodation requests for medical or religious exemptions will be considered.

**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 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.

**Apply Now Via:**

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=577532>

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