

Administrative Assistant

Maloney Properties, Inc. is seeking a full-time Administrative Assistant with experience in overall office operations to work at our Central Office in Wellesley, MA. The successful candidate will be an energetic, team player who looks forward to becoming a member of a dynamic administrative team. Responsibilities include providing administrative support to senior staff, coordinating meetings and special events, preparing reports and correspondence, providing daily support to the reception desk, overseeing the service and maintenance of office equipment, assisting with special projects, run departmental errands as needed, and provide support as needed to other members of the Central Office Administration Team.

Qualified candidates will have at least 1-3 years of experience in office operations. Skill set includes strong customer service, organizational, multi-tasking, and time management skills. Excellent written and oral communications skills are a must. Must be proficient in the English language. The ability to speak a 2nd language is a plus. Advanced Microsoft Office proficiency including Word, Excel, Power Point, and Outlook are required.

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. Maloney Properties has a proven track record in employee development as it sees its employees as its future leaders.

Established in 1981, Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 80 housing developments containing over 8,000 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 State of Vermont, New Hampshire and Rhode Island.

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=286943>