

Administrative Assistant

Maloney Properties – Voted “Best Place to Work” by its employees for 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. 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 130 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

The Administrative Assistant will provide support for a property with 146 units in the South End area of Boston, MA. This is a temporary position slated to end in July of 2022. The work schedule is Monday to Friday, 20 hours a week during normal business hours. Responsibilities include greeting visitors, answering and directing calls, inputting maintenance requests, processing applications, wait list updates, processing recertifications, preparing correspondence and reports, receiving and distributing mail, processing invoices, and providing support as needed to other members of the team.

Your Qualifications

Prior administrative experience in property management is preferred. Experience with LIHTC and HUD programs are preferred. Skill set includes strong organizational and time management, great customer service, and good communication skills. Proficiency with Microsoft Office: Word, Excel, and Outlook. Knowledge of Yardi is a plus. Bilingual in English/Spanish is preferred. 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 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.

Apply Now Via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=577440>