

Administrative Assistant – Occupancy Department

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.

What You Will Do

Maloney Properties is looking for a full-time Administrative Assistant to work with our property management team in Allston, MA. Some of the duties you will be responsible for will include:

- Processing and tracking resident income certifications.
- Generating letters, processing mailings, conducting recertification appointments.
- Following up with residents for past-due certifications and preparing legal notices.
- Processing LIHTC, Section 8 and HOME program paperwork.
- Filing recertification paperwork in resident files.
- Front desk duties like answering phones and assisting residents, as needed.
- Translating English/Spanish for residents as needed.

The work hours are 9:00am to 5:00pm, Monday through Friday.

Who We Are Looking For

- Someone with strong attention to detail and excellent customer service skills.
- Previous administrative experience in an office setting, especially working with recertifications and property management.
- Proficiency in Microsoft Office is required.
- Bi-lingual English/Spanish is a plus.
- Experience with Yardi software is a plus.

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=601309>

Maloney Properties is an Equal Opportunity Employer.