

Administrative/Social Media Assistant

Maloney Properties, Inc. is seeking a full-time Administrative/Social Media Assistant to assist with office operations, social media and marketing at our Corporate Office in Wellesley, MA.

Administrative duties:

- Prepare and distribute reports and correspondence.
- Provide administrative support to company executives and managers.
- Assist in the coordination of meetings and special events.
- Provide dedicated daily support to Reception for breaks and/or as needed to include answering and directing telephone calls, receiving and directing guests, vendors and delivery staff, as well as other related tasks.
- Oversee service and maintenance of the office equipment.
- Run departmental related errands.
- Perform other duties and special projects as assigned.

Social Media duties:

- Update all social media channels including Facebook, LinkedIn, Twitter, Instagram, and other blogging websites.
- Monitor and assists with responding to online activity and feedback on social media and other online resources.
- Update and maintenance of company website and intranet pages
- Compile information for the company newsletter.
- Assist with the creation of marketing and communication materials.

Requirements:

- The successful candidate will have at least 1 year of administrative experience.
- Proven interest in and strong working knowledge of social media and marketing.
- Advanced Microsoft Office proficiency including Outlook, Word, Excel, and PowerPoint.
- Knowledge of Adobe Photoshop, Publisher, Illustrator or other graphic design programs.
- Must have excellent proof reading, verbal and written communication skills.
- Willingness to take initiative, think creatively and solve problems.
- Ability to function well in a fast paced environment.
- Must be proficient in the English language. The ability to speak a 2nd language is a plus.



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=343181>