

Assistant Facilities Manager

Maloney Properties – Voted “Best Place to Work” for 6 years!

Join our hard-working motivated team! Our reputation for customer service and quality workmanship is the best in the industry.

Your Responsibilities

The Assistant Facilities Manager schedules and coordinates apartment and building maintenance across a 500+ apartment portfolio in Allston/Brighton. The work hours are 9:00am to 5:00pm, Monday to Friday. Provide supervision support for maintenance superintendent in supervising the maintenance technicians. Respond to resident inquires and concerns, Ensures timely and quality service to residents. Follow ups to ensure resident satisfaction. Generate and distribute, work orders, resident notifications, relevant reports and data. Maintain work orders system and other maintenance files. Schedule work with residents, maintenance team and contractors. Coordinate and assist apartment and building inspections. Schedule pest control visits and maintain records. Filing as needed. Draft weekly meeting notes and track maintenance technician’s work hours. Complete Incident Reports that are maintenance related. Assist Maintenance Techs with software issues related to work order processing. Conduct Covid safety questionnaires and calls. Creating, Maintaining, and controlling the maintenance inventory system. Send out automated building-wide phone/email notifications through the one-call system. Ensure maintenance technicians close work orders and properly allocate their work time in the Yardi software. Other duties as assigned.

Your Qualifications

Experience in facilities coordination is preferred. Residential experience is a plus. Yardi software experience preferred, but not required. Experience with Microsoft Office Suite including Excel and Word. Strong multi-tasking skills and attention to detail. Ability to respond to the occasional after-hours emergency call if needed. Bilingual English/Spanish is a plus.

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.
- A generous vacation and holiday schedule
- Volunteer and fundraising opportunities for annual causes

Apply Now Via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=563043>

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 13,000 units throughout the New England area.

We are a company with a human focus and feel passionately that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. We attribute our success to the effective working partnerships we create with both clients and staff. Our unique culture and work environment is a significant factor in our success which enables us to attract and retain the finest professionals in the industry.

Maloney Properties is an Equal Opportunity Employer.