

## **Assistant Property Manager**

Methunion Manor Cooperative located in the South End area of Boston is looking for a full-time Assistant Property Manager. This position requires previous property management experience with leasing, recertifications, rent collection, accounts payables/receivables, wait list management, work order processing, reporting, and overall office management. Experience with Section 8 compliance is required. COS certification is a plus. Skill set includes excellent organizational and time management skills, great customer service skills, and good communication (written and verbal) skills. Proficiency with Microsoft Office: Word, Excel and Outlook is required. Experience with Yardi is a plus. Bilingual in English/Spanish is a plus.

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. The successful candidate will have had a positive experience of working as part of a team of professionals. Maloney Properties has a proven track record in employee development and sees its employees as its future leaders. Maloney Properties is an Equal Opportunity Employer.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 85 housing developments containing over 8,500 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 States of Vermont, Rhode Island and New Hampshire.

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=174708>