

Assistant Property Manager/Resident Services Coordinator

Maloney Properties – Voted “Best Place to Work” by our employees for 8 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. (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 140 housing communities with more than 10,000 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

Interfaith Apartments consists of 69 units of family scattered housing in Boston, MA. The Assistant Property Manager/Resident Services Coordinator is responsible for answering all incoming calls, greeting visitors, performing data entry, processing applications, assisting with re-certifications, processing invoices, preparing correspondence, collecting rent, analyzing the resident ledger, processing work orders, and other administrative tasks. Resident Services responsibilities include, but are not limited to, the initial assessment of services needs for all residents including primary contact with provider agencies, development of programs, services and activities. The work hours are 9:00am to 5:00pm, Monday to Friday.

Your Qualifications

Previous administrative experience in property management is required. Recertification experience is required. Knowledge of Section 8, LIHTC, and HOME programs are preferred. Resident services coordination experience is a plus. Strong MS Office skills are also required. Knowledge of Yardi is a plus. Bilingual in English/Spanish is required.

Successful candidates will be fully vaccinated against COVID-19 as a condition of employment. We will consider any requests for a reasonable accommodation.

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=603408>

Maloney Properties is an Equal Opportunity Employer.