

# **Assistant Property Manager**

**Maloney Properties – “Best Place to Work” by our employees for 8 years!**

**Our hard-working and motivated team provides the best possible housing experience for our residents. Our reputation for customer service and quality workmanship is exemplary.**

## **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 10,000 units throughout the New England area.

We attribute our success to the effective working partnerships we create with clients and staff. MPI has a unique culture that enables us to attract and retain the best talent and finest professionals in the industry.

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. Maloney Properties is an Equal Opportunity Employer.

## **What You Will Do:**

We are seeking candidates for an Assistant Property Manager to support our portfolio of residential properties in the South End/Lower Roxbury and Hyde Park neighborhoods of Boston, MA. Your responsibilities will include:

- Assisting residents over the phone and in-person.
- Leasing and waitlist management.
- Interim and annual recertifications.
- Monthly reporting.
- Coordinating unit inspections.
- Accounts receivable.
- Scheduling maintenance and working with outside vendors.
- Overall office management.

The work hours are 9:00-5:00 Monday-Friday. You will be based at a site in Hyde Park 2 days per week. The other 3 days per week, you will be based at multiple sites in the South End/Lower Roxbury.

## **Your Qualifications:**

We are looking for someone with great communication skills and a strong customer service philosophy to join our management team.

- Previous experience in LIHTC and Section 8 program administration is required for consideration in this position. Knowledge of PRAC 202 would be a plus.
- Experience with Microsoft Office (Word, Excel, Outlook) is required. Experience with Yardi would be a plus.
- COS, CPO, C3P, or equivalent certification is preferred.

- Bilingual Spanish/English would be a plus.
- A valid driver's license and access to a vehicle is preferred.

**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=617015>**