

## **Assistant Property Manager**

**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 100 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.

### **What You Will Do:**

We are seeking candidates for a dynamic and motivated Assistant Property Manager to support our residential properties in the Mission Hill area of Boston, MA. The properties total 79 units for seniors and residents with disabilities.

The primary responsibilities of the position will be:

- Conducting all initial and annual certifications
- Maintaining compliance with the subsidy programs
- Assisting the Property Manager in all aspects of managing the communities

Other responsibilities will include but are not limited to:

- Updating, organizing, and maintaining residents' files
- Collecting and processing rents and subsidies
- Enforcing rent collection policy
- Processing invoices

- Assisting in overseeing the maintenance of the property.
- Ensuring quality service is provided to residents and clients alike by answering phones and taking care of visitors and residents in a professional manner and in accordance with fair housing laws and Maloney policies.

The work hours for this position are 9:00-5:00, Monday-Friday.

**Who We Are Looking For:**

Qualified candidates will come from a property management background. We are looking for someone with the ability to multi-task and strategize while showing professionalism and exhibiting excellent customer service skills. This is a great opportunity for someone who enjoys being part of a team in a supportive atmosphere with room to grow their skillset and experience in the field. Bilingual in English and Spanish is required. Experience with Microsoft Office and Yardi or similar software is required. Someone with experience in resident services or social work would be a plus.

Successful candidates will be fully vaccinated against COVID-19 as a condition of employment. Reasonable accommodation requests for religious and medical exemptions will be considered.

**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=606246>

Maloney Properties is an Equal Opportunity Employer.