

## **Activities Coordinator/Administrative Assistant**

**Maloney Properties – Voted “Best Place to Work” by its employees for 4 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.**

### **Your Responsibilities**

The Activities Coordinator will spend 20 hours a week planning, coordinating, and leading various activities for Senior Building located in Boston, MA. The other 20 hours a week will be spent providing administrative support and some social service support under the direction of the Resident Services Coordinator and Property Manager. This role will provide Chinese translation services. The work hours are Monday to Friday, 9:00 AM to 5:00 PM.

### **The qualified applicant**

- Must be bi-lingual in Cantonese.
- Must have the ability to work independently and as part of a team.
- Must have professional experience organizing and planning group activities
- Strong knowledge of MS Office: Word and Excel.

### **About Us**

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. Our services include property management, real estate development, and hospitality management, sales/marketing, and construction management services. We manage more than 90 housing communities with more than 11,000 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.

### **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.

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