

# **Leasing/Occupancy Specialist**

**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.**

## **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 90 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**

Maloney Properties, Inc. is seeking candidates for a full-time Leasing/Occupancy Specialist to join the Compliance department and assist with lease-ups and other special projects. This role will be based 20 hours a week at Marion Village in Marion, MA and 20 hours a week in Wellesley and/or other properties. Responsibilities include conducting tours with prospective residents, processing rental applications, creating marketing strategies with the management team, networking with local businesses, developing social media initiatives, completing the move-in process with new residents, preparing weekly leasing reports, recertifications, and lease renewals.

## **Your Qualifications**

Prior leasing experience is required. Knowledge of Section 8 and LIHTC programs are preferred. A COS, Tax Credit Specialist or equivalent certifications are a plus. Must be able to work travel to properties within the New England area. A valid Driver's License and access to a vehicle is required. Skill set must also include excellent organizational and time management skills, great customer service skills, and good communication skills. Proficiency with Microsoft Office: Word, Excel and Outlook is required. Experience with Yardi is a plus.

**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=512844>