

Maintenance Coordinator

Maloney Properties – Voted “Best Place to Work” by its employees 3 years in a row!

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 9,000 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

You will join a team of property management professionals at our Allston/Brighton portfolio which consists of 510 units of family housing. The work hours are 8:30am to 5:00pm, Monday to Friday. The Maintenance Coordinator will provide administrative support to the maintenance department ensuring the delivery of maintenance service and the overall implementation of the Yardi work order system. This position is responsible for the following:

- Answering the maintenance request line.
- Inputting all maintenance requests in the Yardi computer system for dispatch.
- Recording all pending and completed work orders on a daily basis.
- Scheduling property/unit inspections and preparing maintenance related reports.

Your Qualifications

Previous experience in residential and/or commercial property management with basic understanding of maintenance systems is preferred. Candidates must be comfortable, and have the ability to work in a fast-paced office, with a capacity to meet established deadlines and multitask. Excellent customer service, organizational, written and oral communication skills are required. Must possess strong MS Office skills. Yardi or an equivalent property management software experience is required. Bi-lingual in English/Spanish as 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.

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