

Maintenance Coordinator/Yardi Clerk

The Allston/Brighton portfolio, consisting of 520 units, is seeking candidates for a Maintenance Coordinator/Yardi Clerk position. This administrative role is responsible for answering all incoming calls to the Maintenance Department; the delivery of maintenance service and the overall implementation of the Yardi work order system. This position is responsible for answering the maintenance request line, inputting all maintenance requests in the Yardi computer system for dispatch, and recording all pending and completed work orders on a daily basis. The Maintenance Coordinator will also be responsible for scheduling property/unit inspections and preparing maintenance related reports. 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 computer skills in MS Office. Yardi experience preferred. Bi-lingual in English/Spanish as plus.

The successful individual will have a strong desire to be part of a true, diverse team and to work in an environment that fosters learning and professional development through interaction with other property management professionals in a stable and growing company. The successful candidate will have had a positive experience of working as part of a team of professionals. Maloney Properties has a proven track record in employee development and sees its employees as its future leaders. Maloney Properties is an Equal Opportunity Employer.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 80 housing developments containing over 8,000 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the States of Vermont, Rhode Island and New Hampshire.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements.
EOE

Interested candidates should apply online via:

<https://www.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=287273>