

Maintenance Coordinator

Maloney Properties – Voted “Best Place to Work” by its employees for 7 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 140 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

The Maintenance Coordinator will facilitate apartment and building maintenance across a 500+ apartment portfolio in Allston/Brighton, MA. You work collaboratively with the Maintenance and Property Management teams to ensure quality service to our residents. Some of the duties you will be responsible for will include:

- Responding to resident inquiries and concerns and following ups to ensure resident satisfaction.
- Generating work orders, resident notifications, relevant reports and data.
- Maintaining work order files and other maintenance files.
- Scheduling work with residents, maintenance team and contractors, under the Property Managers and Maintenance Director’s supervision.
- Coordinating apartment and building inspections and creating work orders per inspection requirements.
- Scheduling pest control visits and maintaining records.
- Drafting weekly meeting notes, generating work order reports, and distributing daily work order reports.
- Completing Incident Reports that are maintenance related.
- Conducting Covid safety questionnaires and calls.
- Sending out automated building-wide phone/email notifications through the OneCall system.
- Assisting maintenance technicians with administrative functions as needed, such as closing work orders and properly allocating work time in the Yardi software.

- Other tasks as needed to support the Maintenance and Property Management teams.

You will work on-site at our Property Management office in Allston, MA. The work hours are Monday-Friday 9:00-5:00.

Your Qualifications

We are looking for someone with strong customer service skills and strong attention to detail.

- Yardi, or Real Page software experience preferred, but not required.
- Experience with Microsoft Office Suite, including Excel and Word, is required.
- Ability to handle a high call volume of both incoming and outgoing calls will be a key factor in success in this role.
- Bachelor's degree preferred; High School GED/Diploma required.
- Bilingual English/Spanish is a plus.

Successful candidates will be fully vaccinated against COVID-19 as a condition of employment. We will consider any request for a reasonable accommodation.

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 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 at the link below. We can't wait to hear from you!

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=597643>