

Occupancy Specialist

Maloney Properties – Voted “Best Place to Work” by its employees for 6 years!

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 130 housing communities with more than 13,000 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 is Seeking a candidate for a Full-time Recertification/ Occupancy Specialist for a large mixed income community in Cambridge. This role is responsible for ensuring that all households are recertified on an annual basis and are in compliance with affordable housing program regulations and will provide other administrative support as needed. Responsibilities include but not limited to recertifying current residents.

Your Qualifications

Prior recertification experience is required. Must be skilled in LIHTC, HOME, HUD Section 8 soft subsidies. Strong organizational, excellent in oral and written communication skills. Must be proficient in Microsoft Office. Experience with Yardi is a plus. A valid Driver's License is required with access to a vehicle.

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=538364>