

## Property Manager

The Allston/Brighton Portfolio is looking for a dynamic and experienced hands-on Multi-Site Property Manager to manage LIHTC and mixed-finance properties. The successful candidate will have experience with the full spectrum of on-site property management and operations, including staff and maintenance program supervision, rent collection, leasing, recertifications and program compliance, client and regulatory agency reporting and budget preparation. Proven successful experience with LIHTC or project-based Section 8 is required. C3P or COS certification is a plus. Skill set must also include excellent organizational and time management skills, great customer service and written and verbal communication skills. Proficiency with Microsoft Office: Word, Excel and Outlook is required. Experience with Yardi is a plus.

This position offers the opportunity to excel both individually and as part of a team while working with a management company known for providing training and support. If you are a hard-worker and seriously committed to providing exceptional property management services for both residents and the property owner, this may be the next position for you.

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 85 housing developments containing over 8,500 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=325494>