

Property Manager

Maloney Properties, Inc. is seeking candidates for a full-time (32 hours a week) Property Manager role. The position will be based at two separate properties within the City of Boston. The position requires that you work at least 4-5 days a week between the hours of 9:00am to 5:00pm. Responsibilities include leasing, rent collection, certifications/recertifications, wait-list management, processing invoices, coordination of maintenance services, contact with subsidy providers and overall office management. The Property Manager is required to have a social service background as the manager will be working for clients that service formerly homeless individuals as well as those with a history of mental illness and substance abuse.

St. Francis House is the largest day shelter in New England. Located in the heart of downtown Boston, they serve homeless men and women 365 days a year. In 1997 St. Francis House opened the Next Step Housing Program, providing 56 units of supported permanent housing to those who have struggled with chronic homelessness, unemployment, and substance abuse with affordable, independent living.

Requirements:

Candidates must have at least 2 years of property management and social service experience. Must have knowledge of Boston programs that assist and service homeless families. Experience must also include strong communication skills, both verbal and written, and computer skills with MS Office. Knowledge of Yardi is a preferred.

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=299072>