

## **Property Manager**

Victoria Apartments and Casas Borinquen Apartments, with a total of 226 units in the South End area of Boston is seeking a full time Property Manager. Responsibilities include budget management, marketing, leasing, rent collections, recertifications, tenant file compliance, property inspections, vendor contract negotiation and management, and staff leadership. Experience with HUD/Section 8 and LIHTC programs is required. COS, C3P or equivalent preferred. Previous experience working with Tenant Boards is preferred. Experience must include exceptional customer service skills, strong verbal and written communication skills, and computer skills with MS Office. Yardi experience is a plus. Bilingual in English/Spanish is required.

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://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=461345>