

Property Manager

Maloney Properties is looking for an experienced Property Manager to oversee a 60 unit resident controlled property in Boston. Responsibilities include budget management, marketing, leasing, rent collections, recertifications, tenant file compliance, property inspections, vendor contract negotiation and management, and staff leadership. Experience with LIHTC program is required. C3P or equivalent preferred. Experience managing cooperative housing or resident controlled housing is required. Strong communication and customer service experience required. Must be computer proficient in Microsoft Office. Yardi experience is a plus.

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. Maloney Properties has a proven track record in employee development as it sees its employees as its future leaders.

Established in 1981, 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 State of Vermont, New Hampshire and Rhode Island.

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=299905>