

## **Maloney Properties – Voted “Best Place to Work” by its employees 3 Years in a Row!**

**Our team is hard-working and motivated toward providing the best possible housing experience for our residents. Our reputation for customer service and quality workmanship is exemplary in the industry.**

### **About Us**

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. Our services include property management, real estate development, and hospitality management, sales/marketing, and construction management services. We manage more than 90 housing communities with more than 9,000 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 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**

The Property Manager will manage The Union at 48 Boylston, a 46-unit affordable housing property in downtown Boston. The work hours are 24 per week. Initial responsibilities will include participating in the lease up which includes collecting applications, conducting interviews and certifications, and lease signings. Other responsibilities include marketing, leasing, rent collections, tenant file compliance, budgeting, maintenance coordination, invoice processing, property inspections, vendor contract negotiation and management.

### **Your Qualifications**

Knowledge of LIHTC program is required. C3P or equivalent is a plus. Experience must include excellent customer service skills, strong communication skills, both verbal and written and computer skills with Microsoft Office. Yardi experience is a plus, but we also offer training. Bilingual in English/Spanish or English/Chinese is a plus.

### **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.

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