

## **Property Manager**

West End Place, cooperative housing located in Downtown Boston is seeking candidates for a full time Property Manager to oversee 183 units of rental family housing and condominiums. The successful candidate will have experience with the full spectrum of on-site property management and operations functions including budget implementation and management, marketing, leasing, rent collections, file compliance, maintenance and capital improvement programs, and staff leadership. The successful candidate must have experience with, and enjoy, working with condominium boards of directors. Knowledge of commercial leasing is a plus. Must be knowledgeable of and experienced with LIHTC and Section 8 rules and regulatory restrictions. COS and/or C3P certification is preferred. Experience must include exceptional customer service and interpersonal skills with strong verbal and written communication skills. Computer proficiency in Microsoft Office is required. Knowledge of Yardi 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. 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=237611>