

Scattered Site Property Manager

Maloney Properties – Voted “Best Place to Work” by its employees 4 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, 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 an 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 2 properties in the Boston area with a total of 55 units that are market rate and affordable. This position has the potential to grow and manage other sites as the portfolio acquires additional properties. Work hours are 8:00am to 4:00pm, Monday to Friday. Responsibilities include marketing, leasing, recertifications, rent collections, tenant file compliance, budgeting, monthly reporting, maintenance coordination, invoice processing, property inspections, vendor contract negotiation and management.

Your Qualifications

Experience with affordable housing subsidy programming is preferred, but not required. A willingness and aptitude to learn subsidies and affordable housing is required. A COS or equivalent is a plus. Experience must include excellent customer service skills and strong communication skills, both verbal and written. Microsoft Office experience is required. Yardi experience 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.

Apply Now Via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=496292>