

Property Manager (Part-Time)

Maloney Properties is looking for a dynamic and experienced part-time Property Manager to work 24 hours a week. The property consists of 40 units of elderly housing in Hyde Park, MA. The ideal work schedule is 4 days a week at 6 hours per day. The successful candidate will have experience with the full spectrum of on-site property management and operations functions including budget preparation and management, marketing, leasing, rent collections, tenant file compliance, property inspections, vendor contract negotiation and management. Experience with 202 PRAC and HOME programs are required. 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. Bilingual in English/Spanish or English/Creole is 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=443476>