

Property Manager

Maloney Properties, Inc. is seeking an experienced Property Manager to oversee two elderly properties in Roxbury, MA. Roxbury Crossing Senior Building consists of 40 units of housing. Parcel 25 (1 Gurney Street) is a new mixed-use property currently in the final stages of construction, which will consist of 40 residential units, commercial office, and retail space. The successful candidate will have experience with leases ups, marketing, recertifications, rent collections, tenant file compliance, staff supervision, and maintenance programs.

Experience must include strong communication skills, both verbal and written, and computer skills with MS Office. Experience with HUD and LIHTC programs are required. COS, C3P or equivalent certification is preferred. Knowledge of Yardi is a plus. Bi-lingual in English/Spanish is a required.

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. Maloney Properties is an Equal Opportunity Employer.

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=444001>