

## **Property Manager**

**Maloney Properties – Voted “Best Place to Work” by its employees for 8 years!**

**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 130 housing communities with more than 10,000 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 oversee 2 senior housing properties in Lynn, MA. St. Mary's Plaza consists of 99 units and St. Theresa's House consists of 32 units. Responsibilities include staff leadership, budgeting, rent collections, leasing and marketing, re-certifications, program compliance, property inspections, oversight of maintenance programs, and client and regulatory agency reporting. The work hours are 9:00am to 5:00pm, Monday to Friday.

### **Your Qualifications**

Experience managing senior housing is a plus. PB Section 8 and PRAC knowledge is required. COS or equivalent certification is a plus. Skill set includes strong organizational and time management, great customer service, and good communication skills. Proficiency with Microsoft Office: Word, Excel, and Outlook. Knowledge of Yardi is a plus. A valid driver's license and access to a vehicle is required.

Employees of Maloney Properties are required to be fully vaccinated against COVID-19 as a condition of employment. We will consider any requests for a reasonable accommodation.

### **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=604484>

Maloney Properties is an Equal Opportunity Employer.