

Property Manager

Maloney Properties – Voted “Best Place to Work” by our 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 100 housing communities with more than 13,000 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.

What You Will Do:

Maloney Properties is seeking candidates for a Property Manager to support our residential properties in Dorchester, MA. You will be responsible for the overall day-to-day operations of the properties and for supervising staff on-site, including administrative, maintenance, and resident services staff. Some of the other duties you will be responsible for will include:

- Ensuring sites are ready and pass audits from the city, investors, and subsidy agencies.
- Processing bills and ensuring timely payments.
- Performing recertifications for affordable housing programs.
- EIV Discrepancy resolution.
- Rent collections and check deposits.
- Subsidy deposits.
- Processing rent increases.
- Reviewing monthly financials and completing variance reports.

- Resolving resident concerns.
- Processing applications and maintaining waitlists.

The work hours for this position are 8:30-4:30 Monday-Friday.

Who We Are Looking For:

- Someone with excellent customer service, communication, and time management skills.
- A minimum of 3 years of on-site experience at the Property Manager level is preferred.
- Prior affordable housing experience is required.
- Experience working with resident boards or ownership groups is preferred.
- Prior rent-up experience is preferred.
- Someone with a COS, CPO, or SHCM designation would be preferred.
- EIV experience is required.
- Experience with Yardi or a similar property management software is required.
- Microsoft Office (Word, Excel, Outlook) skills are required.

Maloney Properties Employees are required to be fully vaccinated against COVID-19 as a condition of employment. Reasonable accommodation requests for medical or religious exemptions will be considered.

Compensation & Benefits:

We offer highly competitive pay and a comprehensive benefits package including great health benefits, 14 paid holidays, vacation time, 401k match, life and disability insurance, employee assistance program, and more. You will love our family-friendly workplace and healthy work-life balance at Maloney.

We also offer training programs and opportunities that lead to employee advancement and promotions. If you are interested in furthering your skills and building your career, this is a great opportunity for you!

Apply now at the link below. We can't wait to hear from you!

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=603068>

Maloney Properties is an Equal Opportunity Employer.