

Property Manager

Maloney Properties – Voted “Best Place to Work” by its employees for 6 years!

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 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. Maloney Properties is an Equal Opportunity Employer.

Your Responsibilities

The Property Manager will oversee Cote Village Town Homes a new construction property in Mattapan, MA. This family property will consist of 76 units with phase 1 coming online this fall and phase 2 coming online in early 2022. Responsibilities include leasing, waitlist management, budgeting, annual recertifications, rent collections, compliance, processing invoices, resident relations, vendor management, and staff supervision.

Your Qualifications

Property management experience is required. Lease-up experience is a plus. Experience must include strong communication skills, both verbal and written, and computer skills with MS Office. Experience with the LIHTC and HOME programs are required. COS, SHCM, and/or C3P designation is preferred. Must have a valid driver's license and access to a vehicle. Knowledge of Yardi is a plus. Bilingual in English/Haitian Creole is preferred.

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.

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