

## **Property Manager**

**Maloney Properties – Voted “Best Place to Work” by our employees for 7 years in a row!**

**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. Maloney Properties is an Equal Opportunity Employer.

### Your Responsibilities

The Property Manager will be responsible for a portfolio of two buildings in Roxbury, MA with a total of 82 residential units. The Property Manager will work on-site overseeing AR, AP and recertifications performed by the Assistant Manager. Responsibilities will also include monitoring the waitlist, filling vacant units, working with the facilities team on capital projects, making timely requests for reimbursement from replacement reserves, reviewing financial reports for accuracy and budget variances, attending quarterly evening Housing Committee meetings in person or on Zoom, working with Maintenance Superintendent and Facilities department on contracting appropriate vendors for on-site work, along with other duties to support the portfolio. Work hours are Monday-Friday 9:00-5:00.

### Your Qualifications

This position requires prior experience in property management, including subsidized housing. We are looking for someone with a strong customer service mentality and excellent communication and conflict resolution skills. A professional demeanor and the ability to work independently as well as part of a team are required. The position requires knowledge of HUD regulations for project-based subsidy, preferably HUD 202

PRAC. Experience with LIHTC is also necessary. Experience with Microsoft Office is required. Experience with Yardi or other property management software is preferred. Experience working with senior and disabled communities is preferred. Successful candidates will be fully vaccinated against COVID-19 as a condition of employment. Reasonable accommodation requests for medical or religious exemptions will be considered.

#### 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=579054>

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