

## Property Manager

**Maloney Properties – Voted “Best Place to Work” by its employees for 7 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 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**

Maloney Properties is seeking a full-time Property Manager to oversee St. Cecilia's House (123 units) and McBride House (17 units) in Boston, MA. Responsibilities include staff supervision, leasing, overseeing recertifications, rent collections, compliance, overseeing maintenance programs, accounts payable, monitoring of the waitlist, budgeting, capital projects, resident relations, and attending monthly board meetings onsite or via Zoom.

### **Your Qualifications**

Property Manager level experience is required. Experiencing working with senior and/or disability communities is preferred. Experience must include strong communication skills, both verbal and written, and computer skills with MS Office. Experience with HUD regulations for project-based subsidy is required. HUD 202 PRAC knowledge is preferred. Certified Occupancy Specialist (COS) certification is preferred. Knowledge of Yardi is a plus. A valid Driver's License and access to a vehicle is required. Successful candidates will be fully vaccinated against COVID-19 as a condition of employment. Reasonable accommodation requests for religious or medical 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>