

## **Property/Project Manager**

Maloney Properties, Inc. is seeking candidates for a Property/Project Manager position. This role will be the point of contact between the construction team, Management Company, and property owner during the recapitalization and rehabilitation of several projects. The ideal candidate has a “can do” attitude and a commitment to quality. This is an exciting opportunity for a candidate looking to work in a crossover position between construction management and property management.

This portfolio consists of scattered family housing in Cambridge, MA. Work with relocation staff to ensure safety and satisfaction of the residents during the rehabilitation phase of the project, responding to requests from the owner/client, developing Affirmative Fair Housing Marketing and Tenant Selection Plans, resident relations, recertifications, and overall office management. Previous experience in property management is required. Experience coordinating construction projects is a preferred. Knowledge of Section 8 and LIHTC programs are required. COS, C3P or equivalent is a plus. Skill set includes excellent organizational and time management skills, great customer service skills, and good communication (written and verbal) skills. Proficiency with Microsoft Office: Word, Excel and Outlook are required. Experience with Yardi is a plus.

The successful individual will have a strong desire to be part of a true, diverse team and to work in an environment that fosters learning and professional development through interaction with other property management professionals in a stable and growing company. The successful candidate will have had a positive experience of working as part of a team of professionals. Maloney Properties has a proven track record in employee development and sees its employees as its future leaders. Maloney Properties is an Equal Opportunity Employer.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 90 housing developments containing over 9,000 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the States of Vermont, Rhode Island and New Hampshire.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements. EOE

**Interested candidates should apply online via:**

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=463452>